



EL CENTRO REGIONAL MEDICAL CENTER  
BOARD OF TRUSTEES – REGULAR MEETING

**THURSDAY, December 19, 2024**  
**5:30 PM**

**MOB CONFERENCE ROOM 1&2**  
**1271 ROSS AVENUE, EL CENTRO, CA**  
**&**

**TELECONFERENCE LOCATION** *NOTE: Pursuant to Government Code Section 54953(b) Trustee Patty Maysent- CEO, UCSD Health will be attending the Regular Meeting via teleconference from:*

**JACOBS MEDICAL CENTER, Suite 1-620**  
**9300 CAMPUS POINT DR.**  
**SAN DIEGO, CA 92037**

**PRESIDENT:** Tomas Oliva

**MEMBERS:** Sylvia Marroquin; Sonia Carter; Claudia Camarena; Marty Ellett; Patty Maysent-CEO, UCSD Health; Christian Tomaszewski-M.D.-CMO, UCSD; Pablo Velez-CEO ECRMC

**CLERK:** Belen Gonzalez

**ATTORNEY:** Douglas Habig, ECRMC Attorney  
Elizabeth Martyn, City Attorney

*This is a public meeting. If you are attending in person, and there is an item on the agenda on which you wish to be heard, please come forward to the microphone. Address yourself to the president. You may be asked to complete a speaker slip; while persons wishing to address the Board are not required to identify themselves (Gov't. Code § 54953.3), this information assists the Board by ensuring that all persons wishing to address the Board are recognized and it assists the Board Executive Secretary in preparing the Board meeting minutes. The president reserves the right to place a time limit on each person asking to be heard. If you wish to address the board concerning any other matter within the board's jurisdiction, you may do so during the public comment portion of the agenda.*

BOARD MEMBERS, STAFF AND THE PUBLIC MAY ATTEND VIA ZOOM.

To participate and make a public comment in person, via Zoom or telephone, please raise your hand, speak up and introduce yourself.

**Join Zoom Meeting:** <https://ecrmc.zoom.us/j/88576066825?pwd=hxcbjj8rUbKWEIzRXyHARCTOaYJBv5.1>

**Optional dial-in number:** (669) 444-9171

**Meeting ID:** 885 7606 6825 **Passcode:** 138395

Public comments via zoom are subject to the same time limits as those in person.

**OPEN SESSION AGENDA**

**ROLL CALL:**

**PLEDGE OF ALLEGIANCE:**

**PUBLIC COMMENTS:** Any member of the public wishing to address the Board concerning matters within its jurisdiction may do so at this time. Three minutes is allowed per speaker with a cumulative total of 15 minutes per group, which time may be extended by the President. Additional information regarding the format for public comments may be provided at the meeting.

**BOARD MEMBER COMMENTS:**

**CONSENT AGENDA:** *(Items 1-4)*

All items appearing here will be acted upon for approval by one motion, without discussion. Should any Board member or other person request that any item be considered separately, that item will be taken up at a time as determined by the President.

1. Review and Approval of Board of Trustees Minutes of Regular Meeting of November 25, 2024.
2. Review and Approval of Board of Trustees Meeting Schedule 2025.
3. Review and Approval of Triennial Policy: Time and Attendance Recording.
4. Medical Staff Officers Appointment 2025-2026—**Informational**

**CHIEF EXECUTIVE OFFICER UPDATE**

5. Verbal Report from the CEO to the Board of Trustees—**Informational**
6. Manager Update—Patty Maysent—**Informational**

**RECESS TO CLOSED SESSION:**

**A. HEARING/DELIBERATIONS RE MEDICAL QUALITY COMMITTEE REPORTS/STAFF PRIVILEGES.** The Hospital Board will recess to closed session pursuant to Government Code Section 37624.3 for a hearing and/or deliberations concerning reports of the \_\_\_ hospital medical audit committee, or X quality assurance committees, or X staff privileges.

**B. TRADE SECRETS.** The Hospital Board will recess to closed session pursuant to Govt. Code Section 37606(b) for the purpose of discussion and/or deliberation of reports involving hospital trade secret(s) as defined in subdivision (d) of Section 3426.1 of the Civil Code and which is necessary, and would, if prematurely disclosed create a substantial probability of depriving the hospital of a substantial economic benefit:

<u>Discussion of:</u>	<u>Number of Items:</u>
<u>X</u> hospital service;	<u>1</u>
<u>X</u> program;	<u>1</u>
<u>X</u> hospital facility	<u>1</u>

**RECONVENE TO OPEN SESSION – BOARD PRESIDENT**

**ANNOUNCEMENT OF CLOSED SESSION ACTIONS, IF ANY – GENERAL COUNSEL**

7. Approval of Report of Medical Executive Committee’s Credentials Recommendations Report for Appointments, Reappointments, Resignations and Other Credentialing/Privileging Actions of Medical Staff and/or AHP Staff *(Approved in Closed Session)*

**ADJOURNMENT:** Adjourn. (Time: ) Subject to additions, deletions, or changes.



**El Centro Regional Medical Center**  
**BOARD OF TRUSTEES – REGULAR MINUTES**  
**OPEN SESSION MINUTES**  
 MOB CONFERENCE ROOMS 1 & 2  
 1271 Ross Avenue, El Centro, CA 92243

Zoom Meeting link: <https://ecrmc.zoom.us/j/81410240004?pwd=pcsbmwsJYpZTUamUpwZxE9WTd86W9E.1>

**Monday, November 25, 2024**

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<b>ROLL CALL</b>	<p><b>PRESENT:</b> Oliva; Garcia; Maysent; Marroquin; Tomaszewski; Carter; Cardenas-Singh; Chief Executive Officer Pablo Velez; ECRMC Attorney Douglas Habig and Executive Board Secretary Belen Gonzalez</p> <p><b>ALSO PRESENT:</b> City Manager Cedric Ceseña; City Clerk Norma Wyles</p> <p><b>Hospital Administrative Staff:</b> David Momberg-CFO; Luis Castro-CHRO; Kimberly Probus-CNO; Matthew Nilsen-Marketing Director; Sunny Richley, MD-Chief of Staff; Seung Gwon, MD-CMO</p>	
<b>CALL TO ORDER</b>		The Board of Trustees convened in open session at 5:30 p.m. Board President Oliva called the meeting to order.
<b>OPENING CEREMONY</b>	The Pledge of Allegiance was recited in unison.	None
<b>NOTICE OF MEETING</b>	Notice of meeting was posted and mailed consistent with legal requirements.	None
<b>PUBLIC COMMENTS</b>	None	None

Regular Meeting  
November 25, 2024, 5:30 p.m.

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<b>BOARD MEMBER COMMENTS</b>	<i>Trustee Cardenas-Singh</i> Congratulated Pablo Velez and all ECRMC staff for the wonderful job in the State of ECRMC presentation ( <i>public Town Hall, 11-18-2024</i> ). Stated she appreciated the transparency and information prepared for the public.	None
<b>CONSENT AGENDA</b> ( <i>Item 1-4</i> ) <b>Item 1. Review and Approval of Board of Trustees Minutes of Special Joint Meeting of October 28, 2024.</b>  <b>Item 2. Review and Approval of Board of Trustees Minutes of Regular Meeting of October 28, 2024.</b>  <b>Item 3. Review and Approval of Triennial Policy: Plan for the Provision of Patient Care.</b>  <b>Item 4. Review and Approval of New Triennial Policy: Use of the Morgue</b>	All items appearing here were acted upon for approval by one motion (or as to information reports, acknowledged receipt by the Board and directed to be appropriately filed) without discussion.	<b>MOTION:</b> by Cardenas-Singh , second by Carter and carried to approve the Consent Agenda  All present in favor; none opposed.
<b>FINANCE and OPERATIONAL UPDATE</b> <b>Item 5. Review and Approval of the Financial Statements for Month and Year-to-Date as of October 2024.</b>	David Momberg presented the Financial Statements for Month and Year-to-Date as of October 2024 report and answered questions.  Presentation included: <ul style="list-style-type: none"> <li>• Comparative volumes vs. Prior Month/Year</li> <li>• Balance Sheet vs. Prior Month comparison</li> <li>• Operating Statement vs. Prior Month comparison</li> <li>• Monthly Cash Flow (Fiscal Year to Date)</li> </ul>	<b>MOTION:</b> by Marroquin, second by Cardenas-Singh and carried to approve the Financial Statements for Month and Year-to-Date as of October 2024.  All present in favor; none opposed.

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<b>CHIEF EXECUTIVE OFFICER UPDATE</b> <b>Item 6. Verbal Report from the CEO to the Board of Trustees—</b> <b>Informational</b>	Item to be discussed in Closed Session	Informational
<b>Item 7. Manager Update—Patty Maysent—</b> <b>Informational</b>	Item to be discussed in Closed Session	Informational.
<b>RECESS TO CLOSED SESSION</b>		MOTION: by Carter, second by Marroquin and carried to recess to Closed Session at 5:45 p.m. for <b>HEARING/DELIBERATIONS RE MEDICAL QUALITY COMMITTEE REPORTS/STAFF PRIVILEGES and TRADE SECRETS.</b>  All present in favor to recess to Closed Session. None opposed.
<b>RECONVENE TO OPEN SESSION</b>		The Board of Trustees reconvened to Open Session at 7:41 p.m.
<b>ANNOUNCEMENT OF CLOSED SESSION ACTIONS, IF ANY—</b> <b>GENERAL COUNSEL</b>		<b>[A. HEARING/DELIBERATIONS RE MEDICAL QUALITY COMMITTEE REPORTS/STAFF PRIVILEGES— GOVERNMENT CODE SECTION 37624.3]</b>  MOTION: by Cardenas-Singh, second by Carter and carried to approve the Report of Medical Executive Committee’s Credentials Recommendations Report for

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
		Appointments, Reappointments, Resignations and Other Credentialing/Privileging Actions of Medical Staff and/or AHP Staff.  All present in favor; none opposed.
<b>ADJOURNMENT</b>		There being no further business, meeting was adjourned at approximately 7:42 p.m.

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BELEN GONZALEZ, BOARD EXECUTIVE SECRETARY

APPROVED BY

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TOMAS OLIVA, BOARD PRESIDENT



**EL CENTRO REGIONAL MEDICAL CENTER**

***Board of Trustees Meeting Schedule 2025***

	<b>HOSPITAL BOARD MEETING</b> <b>4<sup>th</sup> Monday*</b>
<b>JANUARY</b>	<b>January 27</b> MOB Conference Rooms 5:30 PM
<b>FEBRUARY</b>	<b>February 24</b> MOB Conference Rooms 5:30 PM
<b>MARCH</b>	<b>March 24</b> MOB Conference Rooms 5:30 PM
<b>APRIL</b>	<b>April 28</b> MOB Conference Rooms 5:30 PM
<b>MAY</b>	<b>May 19</b> MOB Conference Rooms 5:30 PM
<b>JUNE</b>	<b>June 23</b> MOB Conference Rooms 5:30 PM
<b>JULY</b>	<b>July 28</b> MOB Conference Rooms 5:30 PM
<b>AUGUST</b>	<b>DARK</b>
<b>SEPTEMBER</b>	<b>September 22</b> MOB Conference Rooms 5:30 PM
<b>OCTOBER</b>	<b>October 27</b> MOB Conference Rooms 5:30 PM
<b>NOVEMBER</b>	<b>November 24</b> MOB Conference Rooms 5:30 PM
<b>DECEMBER</b>	<b>December 18</b> MOB Conference Rooms 5:30 PM

The meeting schedule is according to the regularly scheduled monthly meeting dates and times established by the Board and Committees. **All meetings will be at the Medical Office Building located at 1271 Ross Avenue, El Centro, California. \*DATES SUBJECT TO CHANGE**



**TO:** HOSPITAL BOARD MEMBERS  
**FROM:** Luis Castro, Chief Human Resources Officer  
**DATE:** December 19, 2024  
**MEETING:** Board of Trustees

**SUBJECT: TRIENNIAL POLICY: TIME AND ATTENDANCE RECORDING**

**BUDGET IMPACT:**  Does not Apply  
 Yes  No  
 A. Does the action impact/affect financial resources?  
 B. If yes, what is the impact amount: \_\_\_\_\_

**BACKGROUND:** Suggested changes were made to the Time and Attendance Recording Policy:

1. Updated "Purpose" verbiage to comply with labor laws, organizational policies, and payroll requirements.
2. Additional information added to "Procedure/Plan":  
 All employees must approve their time cards at the end of each pay period. The approval will also stand as their attesting and certifying their timecards. This action will also submit timecards to their supervisor for further review and approval. A failure by an employee may result in delays in processing their biweekly pay.

No direct changes to the intent of the policy were suggested.

**RECOMMENDATION:** (1) Approve (2) Do not approve

**ATTACHMENT(S):**

- Triennial Review Policy: Time and Attendance Recording

Approved for agenda, Chief Executive Officer

Date and Signature: \_\_\_\_\_ *Pablo Velazquez*





		<b>Department:</b> Human Resources	
		<b>Document Owner/Author:</b> Chief Human Resources Officer	
		<b>Category:</b> Hospital Wide	<b>Approval Type:</b> Triennial
<b>Date Created:</b> 05/12/2014	<b>Date Board Approved:</b> 1/9/2017	<b>Date Last Review:</b> 8/1/2017	<b>Date of Next Review:</b> Triennial
<b>Policy Name:</b> Time and Attendance Recording			

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**Purpose**

The purpose of the Time and Attendance Recording Policy is to ensure accurate and consistent tracking of employees’ work hours to comply with labor laws, organizational policies, and payroll requirements. (UPDATED VERBAGE)

**Scope**

The scope of the Time and Attendance Recording Policy is to define its purpose, coverage, and applicability within the organization.

**Policy Statement**

El Centro Regional Medical Center, ECRMC, requires each of its employees to be responsible and accountable for “Error Free” work time recording in the electronic time and attendance system (the system). Management is responsible and accountable for work time and attendance approving which includes; monitoring, tracking, reviewing, revising, and editing that time and attendance records submitted by employees are a 100% true and accurate reflection of the employees work time.

At no time, may an hourly employee work “Off the Clock”. In addition, at no time may a management level employee give permission to or direct an hourly employee to perform work “Off the Clock” or without clocking into the system.

**Responsibilities**

Person/Title	Responsibilities
Chief Human Resources Officer	Updating policy and ensure compliance throughout the Hospital.

24 **Procedure/Plan**

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26 At the beginning of each work shift employees must document their start time in the system.  
27 Then, throughout the work day, employees must document in, the system, each time they stop  
28 working, (for example; a 30 minute lunch break), and each time they begin working again, (for  
29 example; when they return from lunch). At the end of the work shift the employee must then  
30 document the time they ceased working by documenting that time in, the system. At ECRMC  
31 this process is known as “Clocking In” and “Clocking Out”.

32 At the beginning of the work shift employees are required to “Clock In” and at the end of the  
33 work shift employees are required to “Clock Out”. Rest breaks are “Paid Time” so there is no  
34 requirement to “Clock In or Out”. Lunch breaks are NOT “Paid Time”, so employees must “Clock  
35 Out and back In” for lunch breaks. So generally, each hourly employee is required to “Clock In  
36 and Out” a total of 4 times per work shift at a MINIMUM. A “Clock In” for the start of the work  
37 shift a “Clock Out” for the beginning of their lunch break, a “Clock In” for their return from their  
38 lunch break and a “Clock Out” for the end of their work shift. If additional entries are required,  
39 for any reason, seek guidance from your immediate supervisor.

40 Each employee must provide ECRMC with an “ERROR FREE” record of their work time at the end  
41 of each pay period. If edits are required to assure the accuracy of the record, the employee must  
42 certify to the satisfaction of their manager that all appropriate edits have been made and the  
43 record is a 100% accurate reflection of the employees time worked during the period.

44 Failure to submit an error free 100% accurate work time record “on time”, may result in  
45 disciplinary action, up to and including termination from employment. The first offense will  
46 require a verbal warning. The second offense will require a written warning. The third offense  
47 will require a written warning and the removal of the employee from the “DIRECT DEPOSIT”  
48 process for a minimum of 6 months. If the employee remains non-compliant, he/she may be  
49 suspended and/or terminated from employment if necessary.

50 All employees must approve their time cards at the end of each pay period. The approval will  
51 also stand as their attesting and certifying their timecards. This action will also submit timecards  
52 to their supervisor for further review and approval. A failure by an employee may result in delays  
53 in processing their biweekly pay. (ADDITION)

54 Knowingly submitting a false time and attendance record for payment is considered Theft and  
55 Fraud and grounds for termination from employment.

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58 **Definitions**

Term	Definition
Off the Clock	Employees performing job-related tasks outside their assigned working hours without receiving appropriate compensation

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60 **Associated Policies/Plans/Protocols/Procedures/Forms**

Title	Number	Location ( <i>Hyperlink</i> )

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62 **References**

**OPEN SESSION**



**TO:** HOSPITAL BOARD MEMBERS  
**FROM:** Sunny Richley, M.D., Chief of staff  
**DATE:** December 19, 2024  
**MEETING:** Board of Trustees  
**SUBJECT:** **INFORMATIONAL: 2025-2026 MEDICAL STAFF OFFICERS**

**BUDGET IMPACT:** X Does not Apply  
\_\_\_ Yes \_\_\_ No  
A. Does the action impact/affect financial resources?  
B. If yes, what is the impact amount: \_\_\_\_\_

**BACKGROUND:** The medical staff election year is each even numbered year. An Ad Hoc nominating committee composed of the immediate past Chief of Staff, the current Chief of Staff, two staff members elected by the Medical Executive Committee, and two staff members appointed by the Chief of Staff shall develop a slate of candidates meeting the qualifications of office. Officers must be members of the active medical staff at the time of their nominations and election, and must remain members in good standing, in accordance with these Medical Staff Bylaws, during their term of office. Results of Vote announced at Annual Medical Staff Meeting.

**DISCUSSION:** Results of the Medical Staff election announced on 12/10/2024:  
Chief of Staff: Andrew Lafree, M.D.  
Vice Chief of Staff: Joseph Hayek, M.D.  
Secretary/Treasurer: Alexis Lenz, D.O.

**RECOMMENDATION:** INFORMATION ONLY

**ATTACHMENT(S):**  
• None

Approved for agenda, Chief Executive Officer

Date and Signature: \_\_\_\_\_  
*Pablo Velazquez*