

# LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

## POLICY MANUAL

**no.** 10.10 D  
Supersedes 10.10C

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category: General Operations  
title: Orientation of New Directors

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original adoption: 01/08/91 review date: 02/05/09  
revision date: 03/27/92, 07/31/98, 07/26/02, 02/26/09

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### **PURPOSE:**

To ensure proper orientation of new Board members.

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### **POLICY:**

The following Board Member Orientation program will be provided new members of the Board of Directors (Attachment 1 & 2).

# Attachment #1

## BOARD MEMBER ORIENTATION

	Who?	Date Completed /Comments
<b>Upon election these should be completed by BOARD ASSISTANT:</b>	<b>Board Assistant</b>	
Contact New Member, schedule orientation		
Schedule swearing-in ceremony		
Oath of Office		
Letter of Acceptance		
Personnel Advice Form (PAR)		
W-4		
Photo identification badge		
Order business cards		
Order nameplate & decorative badge		
Order stationery		
Photo placed in facilities		
13. Parking sticker		
Schedule of meetings	<b>Board Assistant</b>	
WEB Sign Up – Email policy/training		
<b>BOARD MEMBER:</b>		
15. Curriculum Vitae or Resume	<b>Board Member</b>	
8. Professional photo appointment.		
<b>New Board Member Materials (Board Assistant):</b>	<b>Board Assistant</b>	
1. 3 ring Binder containing:		
Enabling Legislation		
Board Bylaws		
Organization Chart		
Policy Manual		
Conflict of Interest Statement		
Strategic Plan Document		
2. Publications	<b>Board Assistant</b>	
Government in Sunshine Manual		
Order form for Periodicals		
Healthcare Acronyms Booklet		
Library Information		
Liaison List		
Minutes from previous 3 months		

**Attachment #2**  
**BOARD MEMBER ORIENTATION**

Board Member should schedule the following meetings

(with assistance of Board Assistant Staff where needed preferably within six months of election or appointment):

Date Completed		CONTACT INFO
	Board Liaison/Assistant to the Board – Review documents. Brief new member on any current issues before the Board. Assist in any way possible. Provide an introduction to facilities.	<b>Cathy Stephens</b> <b>334-5370</b> Assistants: Isabel Firth & Beth Finney
	Chief Executive Officer (CEO)– Organization’s history. Role of Board and Board Members. Healthcare nationally and locally – key challenges facing Lee Memorial Health System, leadership structures, relationship with Lee Healthcare Resources, Naples Community Hospital, Sarasota Memorial Health System.	<b>Jim Nathan</b> <b>Office: 985-3500</b>  Assistant: Heidi MacLean
	Chief Financial Officer (CFO) – Copies of budget, most recent audit report, three (3) months financial and statistical reports. Discuss performance relative to budget, financial issues, investment policies.	<b>John Wiest</b> <b>772-6542</b> Assistant: Cathy Adorno
	Chief Human Resources Officer – Discuss current issues with staffing, recruitment, confidentiality and any other areas of concern. Provide information on employee benefits available to Board Members.	<b>Jon Cecil</b> <b>772-6597</b> Assistant: Sue Gillish
	Chief Patient Care Officer – Discuss areas of responsibility including patient care organization and structure, staffing, clinical specialties, challenges and successes.	<b>Donna Giannuzzi, RN</b> <b>343-5473</b> Assistant: Angie Barroso
	Chief Medical Officer, Clinical & Quality Service – Describe the Performance Improvement System, explaining the purpose of same and including a description of the WAVE initiative. Discuss Medical Staff Services and Credentialing function as it relates to the Board’s role.	<b>Chuck Krivenko, MD</b> <b>985-3572</b> Assistant: Sherri Brusco
	Chief Ambulatory (Outpatient) & Strategic Services – Review and discuss Strategic Plan. Provide information on Lee Physician Group, Lee Physician Services, Bonita Community Health Center, Outpatient Services.	<b>C.B. Rebsamen, MD</b> <b>985-3510</b> Assistant: Vickie Lane
	Chief Administration Officers (CAO): All Facilities Tour facility and review any pertinent information related to specific acute care facility.	HP – Donna Giannuzzi, RN 343-5473 LMH – Gaile Anthony, RN 334-5364 CCH – Larry Antonucci MD 573-5630 GCMC – Doug Luckett 939-8430
	Chief Legal Officer – Provide background information. Review Government in the Sunshine Manual and Conflict of Interest Policy.	<b>Mary McGillicuddy</b> <b>334-5382</b> Assistant: Josephine Desibia
	Corporate Compliance Officer – Copy of most recent Compliance Report. Explain role within system, list of regulatory agencies. Discuss any current issues.	<b>Charles Swain</b> <b>335-7112</b> Assistant: Linda Ives
	Foundation Board President &/or Director – Discuss role of Foundation and current activities. How a board member can support and promote the Foundation. Copy of most recent report to the Board.	<b>Sharon MacDonald</b> <b>985-3550</b> Assistant: Shelley Hughes
	Vice President Facility & Support Services – Comprehensive report on current construction, rehab projects. Future plans. Schedule tours of each facility including the acute care hospitals, Bonita Community Health Center, HealthPark Care Center, LeeSar, a Lee Convenient Care Center, a Physician Office, and any others.	<b>Dave Kistel</b> <b>574-0341</b> Assistant: Sue Thomas
	The Children’s Hospital of Southwest Florida – Tour & Overview of services.	<b>John Iacuone, MD</b> 432-3237 <b>Kathy Bridge-Liles</b> 432-3698
	Board Legal Counsel – Consult with the Board’s legal counsel reference any questions you might have concerning Sunshine Laws, Public Boards, services provided under retainer agreement, and any other matters of concern.	<b>Jim Humphrey</b> <b>321-2020</b> Assistant: Millie <b>985-4855</b> Assistant: Michele