

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 09-25

TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2025 January 23

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR DECEMBER

Recommendation

It is recommended that the Board of Health receive Report No. 09-25 re: "Chief Executive Officer Activity Report for December" for information.

The following report highlights the activities of the Chief Executive Officer (CEO) for the period of November 29, 2024 – January 9, 2025.

Standing meetings include weekly Corporate Services leadership team meetings, Senior Leadership Team meetings, MLHU Leadership Team meetings, Virtual Staff Town Hall meetings, bi-weekly R3 meetings, monthly check ins with the Director, Public Health Foundations, weekly check ins with the Corporate Services leaders and the Medical Officer of Health.

The Chief Executive Officer provided Director On-Call coverage from December 9-15.

The Chief Executive Officer was on vacation on November 29, from December 23-29, 2024, December 31, 2024- January 3, 2025.

The Chief Executive Officer also attended the following meetings:

Employee Engagement and Learning – *These meeting(s) reflect on how the Chief Executive Officer influences the Health Unit's organizational capacity, climate and culture and the contributions made to enable engaged and empowered staff; thoughtful and responsive leadership and organizational structures that support decision-making, innovation and learning:*

December 2 Chaired the MLHU Leadership Team December Pre-Planning meeting to establish the upcoming meeting agenda.

December 6 Attended a meeting to discuss the Corporate Social Responsibility Policy recommendations for the upcoming 2025 year.

Attended the Virtual Annual Staff Day Town Hall to recognize staff celebrating long-service awards.

December 9 Attended an introductory meeting with the new Finance Comptroller.

- December 11** Attended the Staff Day Celebration at Citi Plaza in recognition and celebration of the great work of all staff at the MLHU.
- December 12** Attended a meeting to discuss the Corporate Social Responsibility Policy recommendations for the upcoming 2025 year.
- December 19** With the Medical Officer of Health and Associate Director, Human Resources and Labour Relations, attended a quarterly touch base with union partner Ontario Nurses Association.

Governance – *This meeting(s) reflect on how the Chief Executive Officer influences the alignment of management methods and systems to ensure appropriate structures and resources are in place to achieve the Health Unit's mission and vision. This also reflects on the Chief Executive Officer's responsibility for actions, decision and policies that impact the Health Unit's ability to achieve the requirements as set out under the strategic plan, the Ontario Public Health Organizational Standards (OPHOS), other funder requirements and direction provided by the Board of Health:*

- December 2** As part of the Continuity of Operations plan (COOP), which is a sub-plan of the MLHU Emergency Response Plan, attended a meeting to discuss the Continuity of Operations Plan for Finance functions with Public Health Foundation staff.
- December 3** As part of the Continuity of Operations plan (COOP), which is a sub-plan of the Emergency Response Plan, attended a meeting to finalize the Continuity of Operations Plan for Finance functions with Public Health Foundation staff.
- Attended a meeting to discuss the MLHU 2026-2030 Strategic Plan Development Process.
- December 4** Attended the Board of Health December agenda review and Executive meeting.
- December 5** As part of key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- December 6** Attended a series of accounting support meetings to review the progress on the MLHU 2025 budget, audited financial statements, and other key finance deliverables.
- December 9** Attended an accounting support meeting to discuss the MLHU 2025 Budget.
- December 10** Attended an accounting support meeting to discuss the MLHU 2025 Budget.
- December 11** Attended a meeting to discuss the Healthy Babies and Healthy Children Budget.
- Met with the Board of Health Chair for a monthly one-on-one meeting.
- December 12** Attended the monthly Ministry of Health Public Health Funding Updates meeting.
- As part of key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.

Attended a meeting to discuss MLHU's budget for Ontario Seniors Dental Care Program (OSDCP).

Attended the December Board of Health meeting.

December 13 Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.

Attended an accounting support meeting to discuss MLHU's MOH Compensation Application.

December 19 Attended a meeting with the Ministry of Health Finance representative to discuss MLHU's In Year One Time funding request.

As part of key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.

December 30 As part of key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.

January 7 Attended a meeting to discuss the MLHU 2026-2030 Strategic Plan Development Process.

January 8 Attended a meeting to discuss planning for collective bargaining.

Attended two accounting support meetings to discuss the MLHU 2025 Budget.

Attended a meeting to discuss MLHU's delegation for the Rural Ontario Municipal Association conference.

January 9 Attended a meeting to discuss the MLHU 2025 Budget.

Personal and Professional Development – *This area reflects on how the CEO is conducting their own personal and professional development.*

December 6 Attended a "Failing Forward" group coaching webinar presented by the Canadian College of Health Leaders which focuses on leaning into Failure to Drive Successes and how to embrace failure as a powerful tool for growth.

December 11 Provided training for MLHU's finance software 'Management Reporter' to another leader in the organization.

This report was prepared by the Chief Executive Officer.



Emily Williams, BScN, RN, MBA, CHE
Chief Executive Officer

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The Good Governance and Management Practices Domain as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically the Governance and Leadership (ABRP) section.