

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 16-25**

**TO:** Chair and Members of the Board of Health

**FROM:** Emily Williams, Chief Executive Officer

**DATE:** 2025 February 20

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**CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR JANUARY**

**Recommendation**

*It is recommended that the Board of Health receive Report No. 16-25 re: "Chief Executive Officer Activity Report for January" for information.*

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The following report highlights the activities of the Chief Executive Officer (CEO) for the period of January 10 – February 6, 2025.

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

The Chief Executive Officer also attended the following meetings:

**Client and Community Impact** – *These meeting(s) reflect the Chief Executive Officer's representation of the Health Unit in the community:*

**January 19-21** With the Medical Officer of Health, attended the Rural Ontario Municipal Association conference.

**January 23** Attended the City of London Mayor's 2025 State of the City Address.

**February 7** With other members of the Senior Leadership Team, attended the 19<sup>th</sup> Annual Youth Opportunities Unlimited Breakfast.

**February 10** With the Medical Officer of Health, attended a meeting with the City of London Councillor Elizabeth Peloza to discuss MLHU budget updates.

**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:*

**January 27** Attended the Equity, Diversity and Inclusion Advisory Committee meeting.

- January 29** As part of MLHU's 2026 budget process, chaired the first Budget Implementation working group meeting to provide an overview of the budget process and allow staff to identify key issues, opportunities and provide recommendations for the budgeting process.
- Attended the Management Operating System/Intervention Description and Indicator Development Steering Committee meeting.
- January 30** Attended an introductory meeting with the Director, Environmental Health, Infectious Disease and Clinical Services.
- February 7** Attended a meeting with a medical resident to provide an overview of the model of service review which is how health facilities, services and resources are organized to respond to the needs of communities.
- February 10** As part of MLHU's 2026 budget, chaired the second Budget Implementation Working Group meeting to provide an overview of the budget process and allow staff to identify key issues, opportunities and provide recommendations for the budgeting process.
- 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:*
- January 10** Attended a meeting to discuss preparations for collective bargaining.
- January 13** Attended a meeting to discuss work between Communications and the School Marketing & Health System Partnerships.
- January 14** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- January 15** Attended a meeting to discuss Board of Health presentations.
- Attended the Board of Health January agenda review and Executive meeting.
- January 16** Attended a meeting with audit vendor KPMG to discuss the Schedule of Revenue and Expenditure for 2023.
- As part of key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- January 17** Attended a meeting to discuss preparations for collective bargaining.
- Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- January 20** Attended a meeting with Ministry of Health Financial representatives to discuss settlements for MLHU.
- January 21** As part of the Rural Ontario Municipal Association conference, attended a delegation with the Medical Officer of Health and City/County Councillors, the Deputy Minister of

Health, Deborah Richardson and Chief of Staff to the Minister of Health Blair Hains to discuss the provincial/municipal funding formula for local public health agencies.

- January 22** Attended a meeting to discuss MLHU 2025 mileage rates.
- Attended a meeting with the Associate Director, Human Resources and Labour Relations to discuss the Q4 Quarterly Performance Reporting as part of the MLHU Management Operating System.
- January 23** As part of key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- Attended the January Board of Health meeting.
- January 27** Attended a meeting with the Corporate Communications Manager to discuss the Q4 Quarterly Performance Reporting.
- Attended a meeting with the Associate Director, Operations & Privacy Officer to discuss the Q4 Quarterly Performance Reporting.
- January 28** With the Medical Officer of Health, participated in a budget consultation with representation from the Ontario Ministry of Finance to discuss provincial/municipal funding formulas for local public health agencies.
- January 30** Attended a meeting with the Associate Director, Privacy and Operations and Comptroller to discuss the 2024 and 2025 budget.
- Attended the monthly Ministry of Health Public Health Funding Updates meeting.
- January 31** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- Attended a meeting with the Procurement and Operations Manager to discuss the Q4 Quarterly Performance Reporting.
- February 5** Attended an introductory meeting with the new relationship manager for the MLHU at CIBC.
- Attended a meeting with the Ministry of Health Financial representative to discuss MLHU's 2024 funding.
- February 6** Attended a meeting to review the Q4 financials with members of the Finance team.
- February 7** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- Attended a meeting with the Associate Medical Officer of Health and the Director of Environmental Health, Infectious Disease and Clinical Services (EHIDCS) to introduce the EHIDCS budget, budgeting process and finance software 'Management Reporter'.

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

- January 23** As part of the CEO's Executive membership of the Association of Public Health Business Administrator (AOPHBA), chaired the AOPHBA Training and Development working group to discuss upcoming development opportunities for members of the association.
- January 24** As part of the CEO's executive membership of the Association of Public Health Business Administrator (AOPHBA), attended the AOPHBA Executive meeting.
- January 29** Attended the "Leadership in Turbulent Times" webinar hosted by Ahria Consulting.
- January 30** Attended the "Making Others More – Lessons in Leadership Webinar" hosted by the Canadian College of Health Leaders.

This report was prepared by the Chief Executive Officer.

*EWilliams*

**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.**