

MIDDLESEX-LONDON BOARD OF HEALTH
REPORT NO. 20-25

TO: Chair and Members of the Board of Health
FROM: Emily Williams, Chief Executive Officer
DATE: 2025 March 20

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR FEBRUARY

Recommendation

It is recommended that the Board of Health receive Report No. 20-25 re: "Chief Executive Officer Activity Report for February" for information.

The following report highlights the activities of the Chief Executive Officer (CEO) for the period of February 11 – March 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 CEO was on vacation from February 25-March 1.

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:*

February 13 With the Associate Director, Operations & Privacy Officer, met with a Vice President of Middlesex Hospital Alliance to discuss partnership opportunities.

February 20 With the Executive Assistant to the Board of Health, met with the City of London Manager of Government Relations regarding a ROMA delegation.

Met with other CEO/Business Administrators from local public health agencies to discuss issues of common interest and share ideas.

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:*

February 12 With the MOH, co-chaired an SLT retreat day focused on team building.

February 14 Provided training on Management Reporter as part of orientation for the new Director, Environmental Health, Infectious Disease, and Clinical Services, as well as the Manager of Infectious Disease Control.

February 19 Hosted a coffee break for the Corporate Services Division.

As part of MLHU's 2026 budget planning process, chaired the third Budget Implementation Working Group meeting to provide staff an opportunity to identify key issues, opportunities and provide recommendations for improving the budget process.

March 5 Met with an employee to provide mentorship.

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:*

February 11 Attended a meeting with KPMG (Audit firm) to discuss and plan for the 2024 financial year audit process.

February 19 Attended a meeting to review the Q4 financials with members of the Finance team.

February 20 Met with the Manager, Communications, to discuss organizational branding.

Attended the monthly meeting with the Chair of the Board of Health.

Attended the inaugural meeting of the Quality and Governance Committee.

Attended the February Board of Health meeting.

March 3 Chaired internal meetings to coordinate the operational response to a Microsoft outage which impacted internal applications such as email.

March 6 Participated in a meeting regarding the Middlesex-London Health Unit Strategic Planning project.

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

February 14 As part of the CEO's Executive membership of the Association of Public Health Business Administrators (AOPHBA), attended a meeting to discuss the annual conference.

February 19 Attended the "Politics Created Medicare. Unleash Your Inner Politician to Save It" webinar hosted by the Canadian College of Health Leaders.

February 20 As part of the CEO's Executive membership of the Association of Public Health Business Administrator (AOPHBA), chaired a meeting to discuss planning for an AOPHBA Lunch and Learn.

February 21 As part of the CEO's Executive membership of the Association of Public Health Business Administrator (AOPHBA), attended the AOPHBA executive meeting.

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.