

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 46-24

TO: Chair and Members of the Board of Health
FROM: Emily Williams, Chief Executive Officer
DATE: 2024 June 20

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR APRIL AND MAY

Recommendation

It is recommended that the Board of Health receive Report No. 46-24 re: “Chief Executive Officer Activity Report for April and May” for information.

The following report highlights activities of the Chief Executive Officer (CEO) for the period of April 5 – June 6, 2024.

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, and weekly check ins with the Corporate Services leaders and the Medical Officer of Health. The Chief Executive Officer took vacation from April 29 to May 5.

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:*

- April 12** Attended the Health Sector Advisory Group meeting hosted by Fanshawe College to discuss and develop an action plan to innovate collaboration between Fanshawe College and the health sector in support of increasing Health Human Resources.
- May 6** With the CFO, met with City of London finance representatives to discuss the Q1 MLHU Financial update.
- With the CFO, met with the County of Middlesex finance representative to discuss the Q1 MLHU Financial update.

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:*

- April 8** Attended the Canadian Public Health Week Staff Celebration and Coffee Break to recognize the important work of Health Unit staff.
- April 10** Initiated the Performance Appraisal process for the Corporate Services leadership team members, piloting a new electronic tool, and beginning with the Associate Director, Human Resources and Labour Relations.
- April 11** Attended a meeting to discuss the Management Operating System (MOS) Organizational Performance Reporting to review financial indicators.
- April 15** Attended the Management Operating System/Intervention Description Indicator Development Project Steering Committee meeting.
- Attended a meeting to discuss the new electronic Public Health Nurse Performance Appraisal Tool.
- April 16** Attended the April MLHU Leadership Team meeting.
- April 17** Chaired the Corporate Services Division meeting to share important strategic updates, promote collaboration, and build relationships across teams.
- Attended the Eid al-Fitr Coffee Break hosted by the Health Equity And Reconciliation Team and the BeWell Committee.
- April 18** Attended a meeting to discuss and finalize the Employee Benefits and Employee and Family Assistance Program Request for Proposal (RFP).
- Met with the Manager, Corporate Communications to provide a Corporate Services overview in support of orientation to the agency.
- April 22** Attended a meeting to discuss an RFP for legal services for the Board of Health and the agency.
- Attended the Equity, Diversity and Inclusion Staff Advisory Committee meeting as the Senior Leadership Team representative.
- April 23** Chaired the Pride Working Group meeting, to ensure collaboration and an organized plan for the Health Unit's participation in the Pride London Festival. The group determined to meet biweekly until the event.
- April 25** Attended a meeting to discuss Management Operating System Organizational Performance Management Reporting and the financial indicators.
- Attended a meeting to support the development of a business case (Return on Investment) related to public health programming.
- May 6** Attended a meeting to discuss and finalize the RFP for legal services.
- May 7** Chaired the Pride Working Group meeting.

- May 10** Attended a meeting to finalize the Management Operating System and Organizational Performance Reporting financial indicators.
- May 13** Attended a meeting with Associate Director, Human Resources and Labour Relations to review job titles across the agency in order to ensure alignment.
- Attended the Employment Systems Review Steering Committee meeting to discuss outstanding items and timelines for completion.
- May 15** Attended a meeting with the Coordinator, Human Resources to plan for the second LEADS Self review session.
- May 21** Attended the May MLHU Leadership Team meeting.
- May 23** Chaired the Pride Working Group meeting.
- May 27** Met with the Manager, Corporate Communications to discuss Indigenous Solidarity Day event resources.
- Attended a meeting with the Coordinator, Human Resources to plan for the LEADS Engage Others review session.
- May 29** Attended the Citi Plaza Dental Operatory Build Steering Committee meeting to review key deliverables and timelines for completion.
- May 28** Met with CFO to discuss multi-year budget assumptions and formation of options for SLT review.
- May 29** Attended the Centralized Ordering Project Close Out meeting to review activities that transition to sustainability and lessons learned.
- May 30** With the Medical Officer of Health and Associate Director, Human Resources and Labour Relations attended the quarterly touch base with union partner Canadian Union of Public Employees.
- June 3** Chaired the June MLHU Leadership Team Pre-Planning meeting to determine the agenda for the June meeting.
- Attended the Equity, Diversity and Inclusion Staff Advisory Committee Meeting as the SLT Representative.
- June 4** Chaired the Pride Working Group meeting.
- Participated in the inaugural agency orientation session called 'Public Health 101' to provide an overview of the Corporate Services Division and promote understanding of the work to new staff.

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:*

- April 8** Attended the Board of Health April agenda review and Executive meeting.
- April 9** Attended the April Public Health Sector Coordination Table meeting hosted by the Ministry of Health.
- April 11** Attended the Association of Public Health Business Administrators (AOPHBA) Executive meeting, including presenting an update on the Professional Development pillar of the strategic plan.
- April 17** Met with the Board of Health Chair for a monthly one-on-one meeting.
- Met with the Board of Health Chair and the Board of Health Executive Assistant to discuss Board of Health orientation.
- April 18** Attended the Performance Appraisal Committee meeting.
- Attended the April Governance Committee meeting.
- Attended the April Board of Health meeting.
- April 25** Attended the Middlesex London Ontario Health Team meeting.
- With AOPHBA colleagues, attended a meeting to discuss leadership development opportunities for the association group.
- May 8** Attended the Board of Health May agenda review and Executive meeting.
- May 9** Attended the AOPHBA meeting at Toronto Public Health.
- May 13** Met with the Board of Health Chair for a monthly one-on-one meeting.
- With AOPHBA colleagues, attended a meeting to discuss the Professional Development pillar from the association strategic plan, and plan additional development opportunities for the association group.
- May 14** Attended a meeting to discuss the plan for Association of Municipalities of Ontario conference delegations.
- May 15** Co-facilitated the LEADS Self review session to assist leaders in practicing the concepts from the initial training.
- May 29** Attended a meeting to review alPha resolutions with the BOH Executive, in advance of the Annual General Meeting and conference.
- May 31** Attended the Association of Public Health Business Administrators meeting at Toronto Public Health.
- June 4** Met with the Medical Officer of Health, Associate Medical Officer of Health and

Executive Assistant, Board of Health to finalize the Association of Municipalities Annual Conference Delegations.

June 5-6 Attended the Association of Local Public Health Agencies Annual General meeting and conference in Toronto.

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

April 16 With the Senior Leadership team, participated in the LEADS Lead Self Review session to practice concepts learned in the initial training.

April 22 Completed an Introduction to Anti-Black Racism Toronto Academic Health Science Network electronic learning course to improve understanding about the history of Anti-Black Racism in Canada.

May 15 Attended the Positive Psychology at Work with Your Health Space session hosted by Cyno and Be Well to learn about opportunities to promote psychological safety within the agency.

May 22 Attended the Advancing Health Equity for 2SLGBTQIA+ People webinar hosted by Canadian College of Health Leaders to learn about emerging best practices in this area.

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.