

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 65-24

TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2024 September 19

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR JULY AND AUGUST

Recommendation

It is recommended that the Board of Health receive Report No. 65-24 re: "Chief Executive Officer Activity Report for July and August" for information.

The following report highlights activities of the Chief Executive Officer (CEO) for the period of July 6-September 5, 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 on the following dates: July 31 and August 22 to September 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:*

- July 21** With MLHU staff, attended the London Pride Parade.
- July 22** With the Board Chair and Medical Officer of Health, attended an introductory meeting with Steve Pinsonneault, MPP for Lambton-Kent-Middlesex in Strathroy.
- August 16** Had an introductory meeting with the new General Manager overseeing public health services for Chatham-Kent.
- August 19-21** With the Acting Medical Officer of Health, attended the Association of Municipalities of Ontario Conference in Ottawa.

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:*

- July 9** Attended the Privacy, Risk and Client Relations team meeting to introduce the MLHU Management Operating System (MOS) to staff members.
- July 10** Attended the Nurse Family Partnership and Early Years Group Program team meeting introduce the MLHU Management Operating System (MOS) to staff members.
- July 11** Attended the Citi Plaza Dental Construction Project Close Out meeting.
- July 16** Chaired the Pride Working Group meeting.
- Attended the July MLHU Leadership Team meeting.
- Met with members of MLT to discuss the weekend On-Call coverage expectations for the Pride Parade.
- July 18** Attended a meeting to discuss the hiring process for the Infectious Disease Control Manager position.
- July 22** Attended the Sexual Health team meeting to introduce the MLHU Management Operating System (MOS) to staff members.
- Attended the Equity, Diversity and Inclusion Advisory Committee meeting.
- July 23** Attended the Human Resources team meeting to introduce the MLHU Management Operating System (MOS) to staff members.
- August 7** Attended a meeting to discuss the on-call leadership process MLT agenda item.
- July 30** Attended the Oral Health and Clinical Support Services team meeting to introduce the MLHU Management Operating System (MOS) to staff members.
- June 20** With the Medical Officer of Health and Associate Director, Human Resources and Labour Relations, attended a quarterly touch base with the union partner Ontario Nurses Association (ONA).
- June 21** Attended the Staff Summer Social at the German Canadian Club hosted by the Be Well committee.
- June 24** With the Medical Officer of Health and Director, Public Health Foundations, attended a meeting to discuss and finalize the Q1 Performance Reporting Board of Health report.
- Attended the Employee Systems Review (ESR) Steering committee.
- August 15** Met with the Information Technology, Procurement and Operations and Finance teams meeting to introduce the MLHU Management Operating System (MOS) to staff members.

September 5 Chaired the MLHU Leadership Team September Pre-Planning meeting.

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:*

July 8 Attended a meeting with the Association of Public Health Business Administrators (AOPHBA) working group members to discuss planning for the AOPHBA leadership development as set out in AOPHBA’s strategic plan.

July 9 Attended a meeting with the Legal Services Request for Proposal (RFP) Evaluation Committee to discuss the review after the RFP closed on June 28.

Attended the July Public Health Sector Coordination Table meeting.

July 11 Attended the Board of Health July agenda review and Executive meeting.

July 12 Attended the Association of Public Health Business Administrators (AOPHBA) Executive meeting.

July 15 Attended a meeting to continue discussing a new process for leadership on-call coverage for the vaccine fridge alarms.

Met with the Board of Health Chair for a monthly one-on-one meeting.

Attended the Management Operating System/Intervention Description Indicator Development Project Steering Committee meeting.

July 17 Met with the Manager, Corporate Communications to discuss the Q2 Performance Reporting as part of the implementation of the MLHU Management Operating System.

July 18 Met with the Associate Director, Human Resources and Labour Relations to discuss the Q2 Performance Reporting as part of the implementation of the MLHU Management Operating System.

With the Medical Officer of Health, Associate Medical Officer of Health and Executive Assistant, Board of Health, attended a meeting to discuss the Association of Municipalities of Ontario Conference briefing notes.

Attended the July Board of Health meeting.

July 22 Met with the Manager, Privacy, Risk and Client Relations to discuss the Q2 Performance Reporting as part of the implementation of the MLHU Management Operating System.

July 25 Met with the CFO to discuss Q2 financials.

July 26 Attended a meeting with Selomon Mengsha, Board of Health Member, to discuss Human Resources Metrics for Organizational Performance reporting.

July 29 Provided an interview for an Association of Municipal Managers, Clerks

and Treasurers of Ontario Course (AMCTO) Municipal Administration Assignment to discuss the CEO's role and responsibilities at MLHU.

- July 30** With the CFO and Medical Officer of Health, attended a meeting to review the Q2 financials.
- August 1** Attended a meeting to discuss Healthy Babies Healthy Children program funding.
- Met with the Board Chair and Vice Board Chair to discuss Q2 financials.
- August 2** Met with Brent Feeney and Sandra Han, Ministry of Health Finance representatives to discuss the MLHU Q2 Standard Activity Reporting.
- August 12** Met with the CFO to discuss the Q2 Performance Reporting as part of the implementation of the MLHU Management Operating System.
- August 13** Attended a meeting with members of the EHIDCS division to discuss a process for uninsured tuberculosis clients.
- August 14** Met with the Board of Health Chair for a monthly one-on-one meeting.
- Attended a meeting with the Legal Services Request for Proposal (RFP) Evaluation Committee to discuss the review.
- August 15** Met with the Manager, Information Technology and CFO, to discuss the Q2 Performance Reporting as part of the implementation of the MLHU Management Operating System.
- Attended a meeting to discuss Association of Municipalities of Ontario conference delegations.
- August 16** Met with the Manager, Information Technology and CFO, to discuss the Q2 Performance Reporting as part of the implementation of the MLHU Management Operating System.
- Attended a meeting with SLT to discuss planning for the 2025 Budget.
- August 19** With the Acting Medical Officer of Health, attended a delegation meeting with the Deputy Premier and Minister of Health to discuss opportunities for public health units to support the health care sector to alleviate pressures on primary care and hospitals within the province.
- With the Acting Medical Officer of Health, attended a delegation meeting with the Green Party of Ontario Member of Provincial Parliament, Aislinn Clancy, to discuss opportunities for public health units to support the health care sector to alleviate pressures on primary care and hospitals within the province and the case to fund the Nurse Family Partnership (NFP) within participating public health units in Ontario.
- August 20** With the Acting Medical Officer of Health, attended a delegation meeting with the Official Opposition Leader, Marit Stiles, the Official Opposition/NDP Caucus and Senior NDP staff to discuss opportunities for public health units to support the health care sector to alleviate pressures on primary care and hospitals within the province and the case to fund the Nurse Family Partnership (NFP) within participating public health units in Ontario.

With the Acting Medical Officer of Health and Director, Family and Community Health, attended a meeting to discuss the announcement at the Association of Municipalities of Ontario conference regarding Consumption and Treatment Sites.

With the Acting Medical Officer of Health, attended a delegation meeting with Member of Provincial Parliament and Parliamentary Assistant to the Minister of Children, Community and Social Services, to discuss the case to fund the Nurse Family Partnership (NFP) within participating public health units in Ontario.

September 5 With Environmental Health and Infectious Disease Clinical Services staff, attended a meeting to discuss the Tuberculosis TB UP program with Ministry of Health representatives.

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

July 25 Attended a meeting with the 360-survey consultant to debrief the CEO's Performance Appraisal survey results.

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.