

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 71-24

TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2024 October 17

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR SEPTEMBER

Recommendation

It is recommended that the Board of Health receive Report No. 71-24 re: "Chief Executive Officer Activity Report for September" for information.

The following report highlights the activities of the Chief Executive Officer (CEO) for the period of September 6 – October 3, 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 provided Director On-Call coverage from September 16-22 and September 30-October 3.

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:*

September 16 As part of the Legal Vendor Request for Proposal process, attended an introductory meeting with one of the successful legal vendors Harrison Pensa.

September 26 As part of the Legal Vendor Request for Proposal process, attended an introductory meeting with one of the successful legal vendors Rae Christian Jeffries.

October 3 As part of the Legal Vendor Request for Proposal process, attended an introductory meeting with one of the successful legal vendors Stieber Berlach.

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:*

- September 9** Attended the Employee Systems Review (ESR) Steering committee.
- September 10** Chaired the Pride Working Group meeting to debrief the health unit's participation in the Pride Festival to inform recommendations for next year.
- September 12** With the Acting Medical Officer of Health and Associate Director, Human Resources and Labour Relations, met to discuss after hours coverage and service levels, including during the winter office closure.
- September 16** Attended a meeting to debrief and plan for the Lead Self, Engage Others, Achieve Results and Systems Transformation (LEADS) session being offered to MLHU leaders.
- September 17** Attended an introductory meeting with the new member of the Corporate Communications team.
- Attended the September MLHU Leadership Team meeting and provided a 2024 In-Year Financial Update.
- September 18** With the Acting Medical Officer of Health and Associate Director, Human Resources and Labour Relations, attended the quarterly touch base with union partner Ontario Nurses Association.
- September 19** With the Acting 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.
- October 2** Chaired the MLHU Leadership Team October Pre-Planning meeting to establish the upcoming meeting agenda.

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:*

- September 6** Attended the Association of Public Health Business Administrators (AOPHBA) Executive meeting in Toronto.
- September 10** With the Chief Financial Officer, attended a meeting with a neighboring health unit to discuss finance-related matters and opportunities for collaboration.
- With the Acting Medical Officer of Health and Director, Family and Community Health, met to discuss policy and government relations strategy for intimate partner violence.

September 11 With the Acting Medical Officer of Health, attended a meeting to discuss 2025 budget planning.

Attended the Board of Health September agenda review and Executive meeting.

September 12 Attended the monthly Ministry of Health Public Health Funding Updates meeting.

Attended a meeting with the Senior Leadership Team to discuss finance related matters.

September 13 With the Acting Medical Officer of Health, attended a meeting to debrief the Association of Municipalities of Ontario conference with the EA to the Board of Health.

September 16 Met with the Board of Health Chair for a monthly one-on-one meeting.

Attended the Southwest Medical Officers of Health/Associate Medical Officers of Health meeting.

September 19 Attended the September Finance and Facilities Committee meeting.

Attended the September Board of Health meeting.

September 20 Attended a meeting to discuss MLHU Management Operating System policy items related to Occupational Health and Safety.

September 23 Attended a meeting to discuss staffing costs related to the Q2 financial results.

September 24 Attended a meeting with Auditors from KPMG to discuss the 2023 MLHU Audit.

As part of the CEO's executive membership of the Association of Public Health Business Administrator (AOPHBA), chaired the AOPHBA Annual General Meeting (AGM) Working Group meeting to discuss planning for the AGM.

As part of the CEO's executive membership of the Association of Public Health Business Administrator (AOPHBA), chaired the AOPHBA Nominations Working Group meeting to discuss nominations taking place at the AOPHBA Annual General Meeting.

October 2 As part of the CEO's executive membership of the Association of Public Health Business Administrator (AOPHBA), chaired the AOPHBA Nominations Working Group meeting to discuss nominations taking place at the AOPHBA Annual General Meeting.

October 3 As part of the CEO's executive membership of the Association of Public Health Business Administrator (AOPHBA), attended a meeting to discuss planning for the AOPHBA Annual General Meeting (AGM).

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

September 24 Attended a meeting with the Board Chair and Committee Chair of the Performance Appraisal Committee to debrief the CEO's Performance Appraisal survey results.

September 27 Attended a Lunch and Learn regarding Indigenous relations and how to address barriers to reconciliation hosted by the Health Equity and Indigenous Relations team.

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.