

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 87-24**

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

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

**DATE:** 2024 December 12

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**CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR OCTOBER AND NOVEMBER**

**Recommendation**

*It is recommended that the Board of Health receive Report No. 87-24 re: "Chief Executive Officer Activity Report for October and November" for information.*

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The following report highlights the activities of the Chief Executive Officer (CEO) for the period of October 4 – November 28, 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, weekly check ins with the Corporate Services leaders and the Medical Officer of Health.

The Chief Executive Officer provided Director On-Call coverage from October 4-6.

The Chief Executive Officer was on vacation on October 11 and from November 22 to November 29.

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:*

- October 7** As part of the Legal Vendor Request for Proposal process, attended an introductory meeting with one of the successful legal vendors Clyde and Co.
- October 16** Met with the City of London, Deputy City Manager, Finance Supports and Treasurer and Director, Financial Planning and Business Support to provide the MLHU financial update.
- October 17** Met with the Middlesex County, General Manager, Finance and Community Supports to provide the MLHU financial update.
- November 15** Met with City of London Councilor Corrine Rahman to discuss the MLHU's 2025 funding request to the City of London's Budget Committee.

November 21 As part of MLHU's 2025 funding request to the City of London's Budget Committee, attended the November 21, 2024 Budget Committee meeting to answer questions regarding MLHU's 2025 budget submission. The item was deferred to November 22<sup>nd</sup>.

**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:*

**October 15** Attended the October MLHU Leadership Team meeting and provided a 2025 Budget Update.

**October 18** Attended a meeting to discuss the process and considerations for charity support for 2025 as part of the Corporate Social Responsibility policy.

**October 21** With the Acting Medical Officer of Health and Associate Director, Human Resources and Labour Relations, attended a touch base with union partner Ontario Nurses Association.

With the Acting Medical Officer of Health and Associate Director, Human Resources and Labour Relations, attended a touch base with union partner Canadian Union of Public Employees.

**October 23** Attended a meeting with the employee benefits vendor to discuss the Administrative Services Only (ASO) float.

**October 24** Attended a meeting to provide an update on the pilot MLHU Leadership Mentorship program.

**October 25** Attended a meeting to discuss the MLHU Leadership Team Deliverables tracking document.

**October 28** With the Medical Officer of Health and Associate Medical Officer of Health, held Budget Open Office Hours as part of the MLHU 2025 Budget communication process.

**October 29** 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.

With the Medical Officer of Health and Associate Medical Officer of Health, held Budget Open Office Hours as part of the MLHU 2025 Budget communication process.

**November 4** Chaired the MLHU Leadership Team November Pre-Planning meeting to establish the upcoming meeting agenda.

Attended the Employee Systems Review (ESR) Steering committee.

**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:*

- October 4** Attended the Association of Public Health Business Administrators (AOPHBA) Executive meeting.
- October 7** Attended a meeting to discuss Infection Prevention and Control Hub Quarterly reporting to the Ministry.
- With the Acting Medical Officer of Health, met with the Member of Provincial Parliament, Elgin-Middlesex-London, to discuss the MLHUs application for funding as part of Ontario's Action Plan to end Gender-Base Violence Proposal Guidelines.
- Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- October 8** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- Attended the Board of Health October agenda review and Executive meeting.
- October 10** With the Acting Medical Officer and Director, Family and Community Health met to discuss policy and government relations strategy for the MLHU submission to Ontario's Action Plan to end Gender-Base Violence Call for Proposals.
- As part of the key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- October 18** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- October 22** Attended an Association of Public Health Business Administrator (AOPHBA) Nominations Working Group meeting in preparation for the AOPHBA Annual General Meeting.
- Met with the Board of Health Chair for a monthly one-on-one meeting.
- Attended the monthly Ministry of Health Public Health Funding Updates meeting.
- October 17** Attended the October Governance Committee meeting.
- Attended the October Board of Health meeting.
- As part of the key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- October 23** Attended a meeting to discuss planning for Board Orientation.
- October 24** With the Director, Family and Community Health, met with the Public Health

Agency of Canada representatives to discuss the funding model for the Smart Start for Babies program.

As part of the key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.

- October 25** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- October 28** With the Acting Medical Officer of Health, met with Member of Provincial Parliament, London-West, to discuss the MLHUs application for funding as part of Ontario's Action Plan to end Gender-Based Violence Call for Proposals.
- Attended the Virtual Association of Public Health Business Administrators (AOPHBA) Annual General Meeting.
- October 31** As part of the key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- November 1** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- November 5** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- November 7** As part of the key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- November 11** Attended a meeting to define the roles and responsibilities between the Communications and Social Marketing and Health System Partnerships teams.
- Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- November 13** Attended a meeting to define the roles and responsibilities between the Communications and Social Marketing and Health System Partnerships teams.
- Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- November 14** Attended the Board of Health November agenda review and Executive meeting.
- Attended the monthly Ministry of Health Public Health Funding Updates meeting.
- As part of the key finance deliverables, completed the weekly cheque run with the Financial Coordinator to process payments for vendors.
- November 15** Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.
- November 20** Met with the Board of Health Chair for a monthly one-on-one meeting.
- Attended an accounting support meeting to review the progress on the audited financial statements, and other key finance deliverables.

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

- October 30** Chaired and facilitated the Inaugural Association of Public Health Business Administrators (AOPHBA) Virtual Lunch and Learn Human Resources Expertise Panel.
- November 6** Attended and co-facilitated the LEADS Achieve Results Review to enhance and support leadership development for the MLHU Leadership 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.**