

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Performance Appraisal Committee

Thursday, June 20, 2024 at 6 p.m.
Microsoft Teams

- 1. DISCLOSURE OF CONFLICTS OF INTEREST**
- 2. APPROVAL OF AGENDA – June 20, 2024**
- 3. APPROVAL OF MINUTES – April 18, 2024**
- 4. CLOSED SESSION**

The Middlesex-London Board of Health (Performance Appraisal Committee) will move into a closed session to approve previous closed session Performance Appraisal Committee minutes and to discuss matters which pertain to one or more of the following, as per section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

5. OTHER BUSINESS

The next meeting of the Performance Appraisal Committee is on Thursday, September 19, 2024 at 5 p.m.

6. ADJOURNMENT



PUBLIC SESSION – MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH
PERFORMANCE APPRAISAL COMMITTEE

Thursday, April 18, 2024 at 5 p.m.
Microsoft Teams

MEMBERS PRESENT: Michelle Smibert (Committee Chair Appoint)
Matthew Newton-Reid
Michael Steele
Selomon Menghsha
Emily Williams, Chief Executive Officer (ex-officio) (Secretary and Treasurer) (exited at 5:16 p.m.)
Dr. Alexander Summers, Medical Officer of Health (ex-officio) (exited at 5:16 p.m.)

OTHERS PRESENT: Stephanie Egerton, Executive Assistant to the Board of Health (recorder)
Aina DeViet, Board of Health Member

At **5:01 p.m.**, Secretary and Treasurer Emily Williams called the meeting to order.

MEETING PROCEDURES

Election of 2024 Performance Appraisal Committee Chair

Secretary and Treasurer Emily Williams opened the floor to nominations for Chair of the Performance Appraisal Committee for 2024.

It was moved by **M. Newton-Reid, seconded by M. Steele**, that *Michelle Smibert be nominated for Chair of the Performance Appraisal Committee for 2024.*

Carried

Michelle Smibert accepted the nomination.

E. Williams called three times for further nominations. None were forthcoming.

It was moved by **M. Newton-Reid, seconded by M. Steele**, that *Michelle Smibert be acclaimed as Chair of the Performance Appraisal Committee for 2024.*

Carried

DISCLOSURES OF CONFLICT OF INTEREST

Chair Smibert inquired if there were any disclosures of conflicts of interest.

At **5:04 p.m.**, Emily Williams, Chief Executive Officer declared a conflict of interest for the entire nature of the meeting in her capacity as Chief Executive Officer due to the purposes of the meeting being about her performance appraisal for 2024. Per the Committee Chair, E. Williams noted she would remain present for the purposes of supporting the Executive Assistant in case there are general questions related to proposed changes within the Chief Executive Officer Performance Appraisal Document scoring categories. E. Williams noted she would remain an observer and not provide comment unless requested specifically by the Committee. E. Williams acknowledged that as Secretary of the Board, she opened the meeting for election and will be present to support Report No. 02-24PAC to review the 2024 Terms of Reference in her capacity as Secretary only.

At **5:05 p.m.**, Dr. Alexander Summers, Medical Officer of Health declared a conflict of interest for the entire nature of the meeting in his capacity as Medical Officer of Health due to the purposes of the meeting being about his performance appraisal for 2024. Per the Committee Chair, A. Summers noted he would remain present for the purposes of supporting the Executive Assistant in case there are general questions related to proposed changes within the Medical Officer of Health Performance Appraisal Document scoring categories. A. Summers noted he would remain an observer and not provide comment unless requested specifically by the Committee.

APPROVAL OF AGENDA

It was moved by **M. Steele**, seconded by **S. Menghsha**, that the **AGENDA** for the April 18, 2024 Performance Appraisal Committee meeting be approved.

Carried

APPROVAL OF MINUTES

It was moved **M. Newton-Reid**, seconded by **M. Steele**, that the **MINUTES** of the September 21, 2023 Performance Appraisal Committee meeting be approved.

Carried

NEW BUSINESS

2024 Medical Officer of Health and Chief Executive Officer Performance Appraisals Procedures (Report No. 01-24PAC)

Stephanie Egelton, Executive Assistant to the Board of Health presented the report on the 2024 Medical Officer of Health and Chief Executive Officer Performance Appraisals Procedures. It was reminded that Emily Williams, Chief Executive Officer and Dr. Alexander Summers, Medical Officer of Health declared a conflict of interest for this item.

S. Egelton noted that she was presenting this report to prevent further conflicts of interest during the meeting. It was noted that the purpose of proposed amendments to the Performance Appraisal documents and procedures was to introduce the newly proposed scoring categories for the Medical Officer of Health and Chief Executive Officer.

The previous categories were: Client and Community Impact, Employee Engagement and Learning, Personal Development and Governance. S. Egelton noted that while these categories have served their purpose in evaluating the Medical Officer of Health and Chief Executive Officer, the newly proposed categories better align with their duties and responsibilities as individual roles.

The newly proposed scoring categories with descriptions are:

Chief Executive Officer

- **Community Engagement, Partner Relations, and System Leadership** – This area reflects on the CEO's representation of the Health Unit in the community and engagement with local, provincial and national stakeholders both in health and community arenas, along with engagements with local media.
- **Employee Engagement and Teaching** – This area reflects how the CEO creates a positive work environment, engages with employees, and supports employee education, leadership development, mentorship, graduate student teaching, medical student, or resident teaching activities.

- **Organizational Excellence** – This area reflects on how the CEO is ensuring the optimal performance of the organization, including prudent management of human and financial resources, effective business processes, responsive risk management and good governance.
- **Personal and Professional Development** – This area reflects on how the CEO are conducting their own personal and professional development.

Medical Officer of Health

- **Public Health Excellence** – This area reflects the MOH’s performance with regards to: public health threats and issues; population health measures; the use of health status data; evidence-informed decision making; and the delivery of mandated and locally needed public health services as measured by the accountability indicators.
- **Community Engagement, Partner Relations, and System Leadership** – This area reflects on the MOH’s representation of the Health Unit in the community and engagement with local, provincial and national stakeholders both in health and community arenas, along with engagements with local media.
- **Employee Engagement and Teaching** – This area reflects how the MOH creates a positive work environment, engages with employees, and supports employee education, leadership development, mentorship, graduate student teaching, medical student or resident teaching activities.
- **Organizational Excellence** – This area reflects on how the MOH are ensuring the optimal performance of the organization, including prudent management of human and financial resources, effective business processes, responsive risk management and good governance.

Committee Member Matthew Newton-Reid noted that the purpose of reviewing the performance appraisal materials annually is to look at what changes could be made to align with the work that the Medical Officer of Health and Chief Executive Officer are currently doing at the Health Unit. M. Newton-Reid noted his support for the proposed changes.

Board Member Aina DeViet noted that the proposed categories provide more clarity and more specificity on scoring to provide Board Members with more information. A. DeViet added that she was supportive of periodically shifting categories during review of materials and the newly proposed categories.

It was moved by **S. Menghsha, seconded by M. Newton-Reid**, *that the Performance Appraisal Committee recommend to the Board of Health to:*

- 1) *Receive Report No. 01-24PAC re: “2024 Medical Officer of Health and Chief Executive Officer Performance Appraisals Procedures” for information;*
- 2) *Approve the performance appraisal process, supporting documents, and timelines as amended in Appendix A; and*
- 3) *Direct staff to action the activities outlined in the MOH and CEO Performance Appraisals Checklist for 2024.*

Carried

2024 Performance Appraisal Committee Terms of Reference (Report No. 02-24PAC)

Emily Williams, Secretary of the Board of Health introduced the draft 2024 Performance Appraisal Committee Terms of Reference. It was reminded that Emily Williams, in her role as Chief Executive Officer and Dr. Alexander Summers, Medical Officer of Health declared a conflict of interest for this item.

E. Williams noted that there are substantial changes to the Terms of Reference as a result of the Committee's recommendation to the Board of Health to amend the Performance Appraisal Documents for both the Chief Executive Officer and Medical Officer of Health.

E. Williams noted that the Governance Committee is reviewing all the Committee Terms of Reference at the April 18 meeting as part of the Governance Policy Review for Policy G-290 Standing and Ad Hoc Committees.

There were no questions or discussion.

It was moved by **M. Newton-Reid, seconded by M. Steele**, *that the Performance Appraisal Committee recommend to the Board of Health to receive Report No. 02-24PAC re: "2024 Performance Appraisal Committee Terms of Reference" for information.*

Carried

E. Williams and A. Summers exited the meeting at **5:16 p.m.**

CLOSED SESSION

At **5:16 p.m.**, it was moved by **M. Newton-Reid, seconded by M. Steele**, *that the Performance Appraisal Committee will move into a closed session to consider matters regarding personal matters about identifiable individuals, including municipal or local board employees; labour relations or employee negotiations and to approve previous closed session Board of Health (Performance Appraisal Committee) minutes.*

Carried

At **5:40 p.m.**, it was moved by **M. Steele, seconded by M. Newton-Reid**, *that the Performance Appraisal Committee return to public session from closed session.*

Carried

OTHER BUSINESS

The next meeting of the Performance Appraisal Committee is on Thursday, June 20, 2024 at 6 p.m.

ADJOURNMENT

At **5:40 p.m.**, it was moved by **M. Newton-Reid, seconded by M. Steele**, *that the meeting be adjourned.*

Carried

MICHELLE SMIBERT
Committee Chair

MATTHEW NEWTON-REID
Board Chair