

TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2015 January 15

MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL 2015

It is recommended that:

- 1) *The Governance Committee receive Report 03-15GC; and*
- 2) *The Governance Committee recommend that a sub-committee be formed to initiate the performance appraisal process for the Medical Officer of Health (MOH) and Chief Executive Officer (CEO).*

Key Points

- The Terms of Reference for the Governance Committee identifies this committee as having responsibility for the Performance Evaluation of the MOH & CEO.
- A Performance discussion was held between the MOH & CEO, the Board Chair and the Past Chair of the Board 6 months after the appointment of the MOH & CEO.
- The incumbent started in May of 2013 and as per the Ontario Public Health Organization Standards a Performance Appraisal will be required in 2015.

Background

Historically, a sub-committee comprised of the Board Chair, the Vice Chair and the Immediate Past Chair of the Board has been responsible for initiating and conducting the performance appraisal of the Medical Officer of Health.

The Performance Appraisal Tool for Medical Officers of Health as developed by The Association of Local Public Health Agencies (alPHA) is attached as [Appendix A](#). This tool has been used in the past by MLHU when conducting the performance appraisals of the MOH. [Appendix B](#) is the position description for the MOH & CEO.

Process

1. The Board Report alerts Board Members that this process needs to be initiated.
2. The Governance Committee strikes a performance appraisal sub-committee.
3. The sub-committee reviews the appraisal tool and supporting documentation covering the appraisal timeframe including the position description, the MOH Monthly Activity Reports and listings of the Board of Health Report Titles both public and in-camera.
4. The subcommittee confirms the use of the tool and the contents of the package which is then given to the MOH/CEO to complete his portion of the performance appraisal (PA).
5. The sub-committee meets to complete the Board portion of the PA.

6. Once the MOH/CEO has completed his portion of the PA and submitted it to the sub-committee, the sub-committee meets to discuss the MOH/CEO's completed portion of the PA.
7. The two documents are then merged and sent to the sub-committee to review.
8. The sub-committee can meet with the MOH/CEO to discuss any questions or concerns that they may have with the PA.
9. Once the sub-committee has concluded their review of the materials, a summary document is drafted by the Committee and presented in-camera to the entire Board for their review and approval.
10. The Board Members reach agreement on all contents of the review.
11. The Board Chair meets with the MOH to discuss the PA and provide feedback.

This report was prepared by Ms. Laura Di Cesare, Director, Human Resources and Corporate Strategy.



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