

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Performance Appraisal Committee Meeting

Microsoft Teams
Wednesday, September 28, 2022 at 9:30 a.m.

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA – September 28, 2022

3. APPROVAL OF MINUTES

- July 7, 2022
- August 5, 2022

4. CONFIDENTIAL

The Performance Appraisal Committee of the Middlesex-London Board of Health will move into a confidential session, to discuss matters which may pertain to one or more of the following:

- (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. ADJOURNMENT



**PUBLIC SESSION – MINUTES
PERFORMANCE APPRAISAL COMMITTEE**

Thursday, July 7, 2022, 10:10 a.m.
Microsoft Teams

MEMBERS PRESENT: Mr. Matt Reid
Ms. Kelly Elliott
Ms. Mariam Hamou
Ms. Aina DeViet
Mr. Michael Steele
Ms. Tino Kasi
Ms. Maureen Cassidy

OTHERS PRESENT: Ms. Carolynne Gabriel, Executive Assistant to the Board of Health and Communications Coordinator (Recorder)

Mr. Matt Reid, Board of Health Chair called the meeting to order at **10:10a.m.** and opened the floor to nominations for Chair of the Performance Appraisal Committee for 2022.

Ms. Maureen Cassidy expressed interest in being Chair of the Performance Appraisal Committee.

Chair Reid called three times for further nominations. None were forthcoming.

It was moved by **Ms. Aina DeViet, seconded by Ms. Mariam Hamou, that Ms. Cassidy be acclaimed as Chair of the Performance Appraisal Committee for 2022.**

Carried

DISCLOSURE OF CONFLICT OF INTEREST

Chair Cassidy inquired if there were any disclosures of conflicts of interest. None were declared.

APPROVAL OF AGENDA

It was moved by **Mr. Reid, seconded by Ms. Hamou, that the AGENDA for the July 7, 2022 Performance Appraisal Committee meeting be approved.**

Carried

REPORTS AND AGENDA ITEMS

2022 Medical Officer of Health and Chief Executive Officer Performance Appraisal Procedures (Report No. 01-22PA)

This report was introduced by Mr. Reid.

Highlights of this report include:

- The appendices to Policy G-050 “MOH and CEO Performance Appraisals Procedure” require updating to reflect that the Performance Appraisal is a standing committee of the Board of Health, as of the June 16, 2022 Board of Health meeting, where before it was a sub-committee of the Governance Committee.

Ms. DeViet stated that she had some edits she would like made to the appendices that would not change the substance of the documents. Ms. DeViet would send these edits to Ms. Carolynne Gabriel, Executive Assistant to the Board of Health, to incorporate the edits.

It was moved by **Mr. Michael Steele, seconded by Ms. Kelly Elliott**, that the Performance Appraisal Committee recommend to the Board of Health to:

- 1) Receive Report No: 01-22PA, re: "2022 Medical Officer of Health and Chief Executive Officer Performance Appraisals Procedures" for information;
- 2) Revise the Appendices to Policy G-050 "MOH and CEO Performance Appraisals Procedure" to reflect the Performance Appraisal Committee as a standing committee (Appendix A), as amended by the Performance Appraisal Committee;
- 3) Approve the performance appraisal process, supporting documents, and timelines (Appendix A), as amended by the Performance Appraisal Committee; and,
- 4) Direct staff to action the activities outlined in the MOH and CEO Performance Appraisal Checklist, as amended by the Performance Appraisal Committee (Appendix A).

Carried

Further discussion included:

- Chair Cassidy to provide a verbal update for the July 7 Performance Appraisal Committee meeting to the Board of Health at the July 14 meeting and request the Board of Health approve the recommendations carried by the Performance Appraisal Committee.
- Staff to engage the same external consultant, The Achievement Centre, as in the most recent two performance appraisal processes. The Performance Appraisal Committee can consider following the completion of this year's performance appraisals whether to direct staff to engage in an RFP process for the next performance appraisal cycle.
- Based upon the MOH and CEO Performance Appraisal Checklist and the Performance Appraisal Committee Reporting Calendar, the next meeting of the committee would consist of debriefing with the external consultant and potentially reviewing the Performance Appraisal Forms and reaching a consensus.
- Staff to request the 360 process be complete by September 15, 2022 such that the reports are available for the committee to review by September 30, 2022.

OTHER BUSINESS

The next meeting of the Performance Appraisal Committee is to be determined.

ADJOURNMENT

At **10:29 a.m.**, it was moved by **Mr. Reid, seconded by Ms. Steele**, that the meeting be adjourned.

Carried

MAUREEN CASSIDY
Chair

Emily Williams
Secretary



PUBLIC SESSION – MINUTES
SPECIAL MEETING
PERFORMANCE APPRAISAL COMMITTEE

Friday, August 5, 2022, 10:00 a.m.
Microsoft Teams

MEMBERS PRESENT: Ms. Maureen Cassidy (Chair)
Mr. Matt Reid
Ms. Aina DeViet
Mr. Michael Steele
Ms. Tino Kasi

REGRETS: Ms. Mariam Hamou
Ms. Kelly Elliott

OTHERS PRESENT: Ms. Carolyne Gabriel, Executive Assistant to the Board of Health
and Communications Coordinator (Recorder)

Chair Maureen Cassidy called the meeting to order at **10:02 a.m.**

DISCLOSURE OF CONFLICT OF INTEREST

Chair Cassidy inquired if there were any disclosures of conflicts of interest. None were declared.

APPROVAL OF AGENDA

It was moved by **Mr. Michael Steele, seconded by Mr. Matt Reid**, that the *AGENDA for the August 5, 2022 Performance Appraisal Committee meeting* be approved.

Carried

CONFIDENTIAL

It was moved by **Ms. Aina DeViet, seconded by Mr. Reid**, that the *Performance Appraisal Committee* move *in-camera* to consider matters regarding personal matters about an identifiable individual, including municipal or local board employees.

Carried

At **10:18 a.m.** it was moved by **Ms. DeViet, seconded by Ms. Tino Kasi**, that the *Performance Appraisal Committee* rise and return to public session.

Carried

ADJOURNMENT

At **10:19 a.m.**, it was moved by **Mr. Reid, seconded by Mr. Steele**, that the meeting be adjourned.

Carried

MAUREEN CASSIDY
Chair

Emily Williams
Secretary