

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 01-24PAC

TO: Chair and Members of the Performance Appraisal Committee
FROM: Stephanie Egelton, Executive Assistant to the Board of Health
DATE: 2024 April 18

**2024 MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER
PERFORMANCE APPRAISALS PROCEDURES**

Recommendation

It is recommended 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.*
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Report Highlights

- At the June 16, 2022 meeting of the Board of Health, the Performance Appraisal Committee was made a standing committee of the Board of Health.
- In consultation with the Medical Officer of Health (MOH) and Chief Executive Officer (CEO), it is proposed to the Committee that the categories for the performance appraisal be amended to reflect the current expectations and responsibilities of the MOH and CEO.
- It is noted that for 2024, there will be both an internal and external stakeholder engagement per Policy G-050 MOH and CEO Performance Appraisals.
- [Appendix A](#) to Policy G-050 outlines the procedure for the performance appraisals.

Background

At the June 16, 2022 meeting of the Middlesex-London Board of Health, the Board approved amendments to Policy G-290 “Standing and Ad Hoc Committees” ([Report No. 10-22GC](#)) which changed the Performance Appraisal Committee from an ad hoc sub-committee of the Governance Committee to a standing committee of the Board of Health.

The most recent performance appraisal of the Medical Officer of Health (MOH) and Chief Executive Officer (CEO) was conducted in October 2023.

The Performance Appraisal Tools for the MLHUs MOH and CEO were first developed in 2015 following a review of the Ontario Public Health Organizational Standards, templates provided by the Association of Local Public Health Agencies, best practices for performance appraisals, and input from the Committee. Each year, the Performance Appraisal Committee reviews the procedures and provides a recommendation to the Board of Health for approval.

Revising Appendices to Policy G-050 MOH and CEO Performance Appraisals

Upon consultation with the MOH and CEO, it is proposed that the performance appraisal categories be amended to reflect accurate work assessments.

CEO

- **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.

MOH

- **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.

- **Personal and Professional Development** – This area reflects on how the MOH are conducting their own personal and professional development.

Next Steps

It is recommended that the Committee recommend to the Board of Health to approve the changes as outlined in [Appendix A](#) and approve the performance appraisal process, supporting documents, and timelines contained therein, as well as direct staff to action the activities outlined in the MOH and CEO Performance Appraisals Checklist if applicable.

The draft Terms of Reference for the Performance Appraisal Committee is noted in Report No. 02-24PAC, Appendix B. It is noted that there are substantial changes for the Governance Committee and Board of Health's consideration at the April 18, 2024 meetings due to the proposed changes to scoring categories for the performance appraisals of the Medical Officer of Health and Chief Executive Officer.

This report was prepared by the Executive Assistant to the Board of Health, with consultative support from the Chief Executive Officer and Medical Officer of Health.



Stephanie Egelton, MPA
Executive Assistant, Board of Health

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The good governance and management requirements 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 recommendations involving governance.