



TO: Chair and Members of the Board of Health  
FROM: Emily Williams, Chief Executive Officer  
DATE: 2023 January 19

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## CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR DECEMBER

### Recommendation

*It is recommended that the Board of Health receive Report No. 08-23, re: “Chief Executive Officer Activity Report for December” for information.*

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The following report highlights activities of the Chief Executive Officer for the period of December 2, 2022 – January 1, 2023.

Standing meetings include weekly Healthy Organization leadership team meetings, SLT (Senior Leadership Team) meetings, MLT (MLHU Leadership Team) meetings, Virtual Staff Town Hall meetings, bi-weekly R3 meetings, and weekly check ins with the Healthy Organization managers and the MOH.

As part of the MLHU on-call leadership system, the CEO provided on-call coverage from December 26 to January 1.

The CEO also attended the following meetings:

**Client and Community Impact** – *These meeting(s) reflect the CEO’s representation of the Health Unit in the community:*

**December 8** The CEO attended the 2022 Middlesex County Inaugural Council meeting and reception.

**December 12** The CEO attended a pre-meeting for the second Community Health and Homelessness meeting.

**December 15** The CEO attended the second Community Health and Homelessness meeting, organized by the City of London.

**December 22** The CEO attended the Western Ontario Health Team Coordinating Council meeting.

**Employee Engagement and Learning** – *These meeting(s) reflect on how the CEO 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:*

**December 2** The CEO attended a working meeting with the Assistant Director, Finance to discuss the 2023 Annual Service Plan Interventions.

- December 5** The CEO attended the weekly Office of the Medical Officer of Health management meeting to provide a presentation about Performance Management.
- The CEO, with the Manager Human Resources, met with AON to review employee benefit plan renewal.
- December 6** The CEO met with the Assistant Director, Finance and the Director, Environmental Health and Infectious Disease to discuss the School Focused Nursing Initiative budget.
- December 7** The CEO met with the Manager, Health Equity to discuss Employee Systems Review (ESR) recommendations and Health Equity Core Competencies Education.
- December 12** The CEO met with the Manager, Human Resources and the Human Resources Coordinator, Systems, Learning and Performance Development to determine the provider for leadership development programming in 2023.
- December 13** The CEO attended the Strathroy Dental Steering Committee monthly meeting.
- December 14** The CEO attended the ESR Steering Committee meeting.
- The CEO met with the Medical Officer of Health, Lambton Public Health, who provided coverage for MLHU's Medical Officer of Health.
- December 20** The CEO met with legal to discuss a confidential labour relations matter.
- December 21** The CEO, with the Manager, Information Technology and the Acting Manager, Program Planning and Evaluation, met with a technology company to discuss pricing and contract renewal.
- The CEO met with legal to discuss a confidential matter.
- December 22** The CEO met with the Medical Officer of Health, Lambton Public Health, who provided coverage for MLHU's Medical Officer of Health.
- December 29** The CEO and Medical Officer of Health met for a planning day for 2023.
- Personal Development** – *These meeting(s) reflect on how the CEO develops their leadership, skills and growth to define their vision and goals for the Health Unit.*
- December 8** As part of the CEO's McCormick Care Board membership, the CEO attended the McCormick Care Executive Committee meeting.
- December 12** As part of the CEO's McCormick Care Board membership, the CEO attended the McCormick Care CARF Governance Interview.
- December 14** As part of the CEO's McCormick Care Board membership, the CEO attended the McCormick Care CEO Performance Sub-Committee meeting.
- December 19** The CEO completed the San'yas Indigenous Cultural Safety Training.

**Governance** – *This meeting(s) reflect on how the CEO influences the alignment of management methods and systems to ensure appropriate structures and resources are in place to achieve the HU’s mission and vision. This also reflects on the CEO’s responsibility for actions, decision and policies that impact the HUs 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:*

- December 6** The CEO attended the MLHU Board of Health December Agenda Review and Executive meeting with the Board Chair.
- December 8** The CEO attended a monthly meeting with Brent Feeney, Ministry of Health, Financial Branch representative to receive a Ministry of Health public health funding update.
- December 14** The CEO met with the incoming Executive Assistant to the Board of Health to discuss transitioning into the role.
- December 15** The CEO attended the December Board of Health meeting and the Board of Health year-end social.
- December 16** The CEO met with the Board Chair for a monthly update meeting.
- December 19** The CEO attended a meeting with the Executive Assistant to the Board of Health and the Manager, Privacy, Risk, and Project Management to discuss Board of Health orientation and governance.
- December 23** The CEO met with the recruitment lead to discuss the ongoing recruitment of the Associate Medical Officer of Health position.

This report was prepared by the Chief Executive Officer.



Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer