



TO: Chair and Members of the Board of Health
FROM: Emily Williams, Chief Executive Officer
DATE: 2024 January 18

**CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR
NOVEMBER AND DECEMBER 2023**

Recommendation

It is recommended that the Board of Health receive Report No. 08-24, re: “Chief Executive Officer Activity Report for November and December 2023” for information.

The following report highlights activities of the Chief Executive Officer (CEO) for the period of November 4, 2023 – January 4, 2024.

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. The Chief Executive Officer took vacation from November 27-30 and January 2-5.

It was also noted that throughout November, the Chief Executive Officer and Medical Officer of Health met with impacted individuals and teams regarding the 2024 restructuring.

The Chief Executive Officer also attended the following meetings:

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

- November 15** Wore purple to work in solidarity with those who have lost their lives to domestic violence (Shine the Light campaign).
- November 17** With the Board of Health Chair and the Medical Officer of Health, met with MPP Rob Flack to advocate for sustained public health funding.
- November 18** With the Medical Officer of Health, attended the 2023 Warden of Middlesex County Banquet.
- November 24** Attended the alpha Fall Symposium and Board of Health Section Meeting.
- December 11** With the Manager, Information Technology, met with partners from Stronghold IT.
- December 14** With the Medical Officer of Health, held media interviews with CBC London, CTV London and the London Free Press regarding budgetary and public health matters.

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

November 10 Met with union partners (Canadian Union of Public Employees and Ontario Nurses Association).

November 16 Held open office hours with the Medical Officer of Health for staff to ask questions related to the organization restructuring and 2024 budgetary impacts.

November 20 With the Medical Officer of Health, facilitated a meeting with Brandon Tingley, Supervisor, Substance Use Program team to discuss daily program operations.

Met with the chair of the Management Operating System (MOS) Steering Committee for a discussion related to the MOS.

November 22 With the Medical Officer of Health, facilitated a meeting with Melissa Thompson, Associate Manager, Vaccine Preventable Diseases team to discuss daily program operations.

November 23 Attended the MOS Steering Committee Meeting.

December 4 With the Medical Officer of Health, facilitated a meeting with Donna Kosmack, Manager, Oral health to discuss daily program operations.

December 6 Participated in Fostering Well-Being through Leadership training at MLHU.

December 7 Participated in a webinar hosted by Upton Consulting regarding diversity, equity and inclusion.

December 8 With the Medical Officer of Health, facilitated a meeting with Jordan Banninga, Manager, Infectious Disease Control team to discuss daily program operations.

December 14 Held open office hours with the Medical Officer of Health for staff to ask questions related to the organization restructuring and 2024 budgetary impacts.

December 19 With the Medical Officer of Health, facilitated a meeting with Christian Daboud, Manager, Health Equity, and Indigenous Reconciliation to discuss daily program operations.

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

November 8 With the Assistant Director, Finance and Managers of Human Resources and Procurement and Operations met with AON Hewitt to discuss benefit renewal proposals.

November 9 Attended Board of Health agenda review and Executive meeting.

Attended Special Board of Health meeting.

November 16 Attended Governance Committee meeting.

Attended Board of Health meeting.

November 20 Met with the Board of Health Chair for a monthly one-on-one meeting.

November 21 Attended a meeting for the Citi Plaza Dental Operatories.

December 4 With the Assistant Director, Finance, met with Board Member Howard Shears for an introduction to the MLHU budget.

With the Board of Health Chair and Executive Assistant to the Board of Health, met to discuss committee structure for 2024.

December 5 Attended Board of Health agenda review and Executive meeting.

December 7 Attended meeting with Ministry of Health partners to discuss public health funding.

December 12 Attended webinar hosted by Ministry of Health on Strengthening Public Health.

December 13 Attended webinar hosted by the Association of Municipalities of Ontario on Strengthening Public Health.

December 14 Attended Board of Health meeting.

December 21 Attended a meeting for the Citi Plaza Dental Operatories.

This report was prepared by the Chief Executive Officer.



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