



TO: Chair and Members of the Board of Health
FROM: Emily Williams, Chief Executive Officer
DATE: 2023 February 16

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR JANUARY

Recommendation

It is recommended that the Board of Health receive Report No. 14-23, re: Chief Executive Officer Activity Report for January for information.

The following report highlights activities of the Chief Executive Officer for the period of January 2, 2022 – February 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:*

- January 9** The CEO attended a meeting regarding the City of London Strategic Plan.
- January 16** The CEO, with the Medical Officer of Health, Acting Director, Office of the Medical Officer of Health, and Manager, Health Equity, met to discuss correspondence with First Nation communities.

The CEO attended the planning meeting for the January 25th Health and Homelessness Summit.
- January 17** The CEO attended the City of London State of the City Address.
- January 18** The CEO attended a meeting organized by the City of London, regarding its strategic plan, focused on reconciliation, equity, and inclusion.
- January 19** The CEO attended a meeting organized by the City of London to discuss draft strategies for Wellbeing and Safety within the City of London Strategic Plan.
- January 25** The CEO attended the third Health & Homelessness Summit.
- January 27** The CEO attended a follow up meeting to discuss correspondence with First Nation communities.

January 30 The CEO attended a meeting to discuss the London Health Sciences Centre Master Plan.

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:*

January 4 The CEO participated in interviews for the position of Executive Assistant to the Medical Officer of Health.

January 5 The CEO, with the Medical Officer of Health and Acting Director, Office of the Medical Officer of Health met to discuss standardizing job descriptions.

January 9 The CEO met to discuss expanding opportunities for Certified Health Executive training and designation for leaders.

January 11 The CEO met with the Assistant Director, Finance to review and update Policies 4-130 and 4-140 re: Credit Cards and Signing Authority.

The CEO attended several confidential meetings regarding labour relations.

The CEO met with the Director, Environmental Health and Infectious Diseases and the Managers, Program Planning and Evaluation, Information Technology, and Vaccine Preventable Diseases to discuss pricing of a software system.

January 12 The CEO attended the monthly Strathroy Dental Steering Committee meeting.

January 13 The CEO, with the Medical Officer of Health, met with the recruiter to discuss recruiting for the Associate Medical Officer of Health position.

January 16 The CEO attended the Employment Systems Review (ESR) Steering Committee meeting.

The CEO attended the Equity Diversity & Inclusion (EDI) Advisory Committee meeting.

January 18 The CEO attended several confidential meetings regarding labour relations.

January 23 The CEO attended a meeting to discuss the manager on-call process and to debrief about the December holiday closure on-call coverage.

The CEO met with legal counsel on a confidential matter.

January 24 The CEO attended the regular check-in meeting regarding the work on the Provisional Plan.

The CEO, with the Medical Officer of Health, met with the recruiter to discuss recruiting for the Associate Medical Officer of Health position.

January 25 The CEO attended a meeting to discuss the Nursing Retention Incentive.

The CEO attended a confidential meeting regarding labour relations.

January 26 The CEO attended a presentation on the Accessibility of Ontarians with Disabilities Act (AODA) Audit results.

The CEO attended a meeting to discuss privacy implications within a vaccine preventable diseases program.

January 30 The CEO, with the Medical Officer of Health and Manager, Human Resources, attended the quarterly touch-base meeting with ONA.

The CEO attended a meeting to discuss the Project Coordinator role and current projects.

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.*

January 12 As part of the CEO's McCormick Care Board membership, the CEO chaired the McCormick Care Quality Committee meeting.

January 18 As part of the CEO's McCormick Care Board membership, the CEO attended the McCormick Care CEO Performance Sub-Committee meeting.

January 26 As part of the CEO's McCormick Care Board membership, the CEO attended the January McCormick Board of Directors meeting.

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:*

January 6 The CEO, with the Medical Officer of Health and Board of Health Chair, provided an orientation to incoming Middlesex County Board members.

January 9 The CEO met with the Board Chair for a monthly update meeting.

January 11 The CEO attended the January Board of Health meeting agenda review and executive meeting.

January 12 The CEO, with the Medical Officer of Health and Board of Health Chair, provided an orientation to incoming City of London Board members.

January 17 The CEO met with the Board Chair.

January 19 The CEO attended the 2023 inaugural Board of Health meeting.

January 24 The CEO attended the Special Meeting of the Board of Health.

This report was prepared by the Chief Executive Officer.

A handwritten signature in black ink that reads "EWilliams". The signature is written in a cursive style with a large, looped 'E' and 'W'.

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