



TO: Members of the Governance Committee

FROM: Maureen Cassidy Chair, Board of Health; Bob Parker Chair, Governance Committee

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## 2021 MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISALS

### **Recommendations**

*It is recommended that the Governance Committee:*

- 1) *Receive Report No. 20-21GC;*
- 2) *Revise Policy G-050 “Medical Officer of Health and Chief Executive Officer Performance Appraisal” and its associated appendices and procedure to reflect the separation of the MOH and CEO roles; and*
- 3) *Form a sub-committee to initiate the performance appraisal process for both the Medical Officer of Health and Chief Executive Officer.*

### **Key Points**

- The separation of the MOH and CEO roles necessitates revisions to Policy G-050 “Medical Officer of Health and Chief Executive Officer Performance Appraisal” and its associated appendices and procedure.
- The procedure associated with Policy G-050 indicates that a sub-committee is necessary for the administration of the 2021 performance appraisals of the MOH and CEO.
- The last performance appraisal of the current MOH was completed in 2019.

### **Background**

The separation of the Medical Officer of Health (MOH) and Chief Executive Officer (CEO) roles necessitates revisions to many governance policies at MLHU, including Policy G-050 “Medical Officer of Health and Chief Executive Officer Performance Appraisal.” The Governance Committee is responsible for initiating the annual performance appraisal process for both the Medical Officer of Health and Chief Executive Officer. The most recent performance appraisal of the current MOH was conducted in 2019; subsequent appraisals scheduled were delayed due to competing priorities associated with the COVID-19 pandemic.

The Performance Appraisal Tool for the MLHUs MOH and CEO was 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 Governance Committee. In 2016, the process of collecting feedback to inform the appraisal was simplified utilizing available technology in the form of an on-line 360-degree feedback tool. The Board of Health renewed its approval of this appraisal process when it approved [Policy G-050 Medical Officer of Health and Chief Executive Officer Performance Appraisal](#) in 2018.

## 2021 Performance Appraisal Process

1. The Governance Committee strikes a performance appraisal sub-committee.
2. The sub-committee reviews, revises, and approves [Policy G-050](#) to reflect the separation of the MOH and CEO roles.
3. The sub-committee reviews, revises as appropriate, and approves the performance appraisal tool ([Appendix A](#)) and timeline ([Appendix B](#)). The most recent past versions of these tools are available as appendices to [Policy G-050](#).
4. The sub-committee informs the Board of Health of the start of the process and invites Board Members to provide comments to the sub-committee.
5. The sub-committee contracts an external consultant to conduct the 360 reviews
6. The MOH and CEO are both requested to provide an updated stakeholder list for the 360 review and to complete the appropriate performance appraisal tool as well as given a date to submit the appraisal tool to the sub-committee.
7. The sub-committee gathers supporting documentation covering the appraisal timeframe including position description ([Policy G-030](#)), MOH Monthly Activity Reports and listings of Board of Health Report Titles both public and in-camera.
8. The Chair of the sub-committee emails the selected stakeholders requesting their participation in the 360 review following approval by the sub-committee of the stakeholder list.
9. The sub-committee meets with the Board to complete the Board of Health portion of the performance appraisal.
10. The sub-committee can then meet with both the MOH and CEO (separately) to discuss any questions or concerns that they may have with the performance appraisal.
11. Once the sub-committee has concluded their review of the material, a summary document is drafted by the sub-committee and presented in-camera to the entire Board for their review and approval.
12. The Board Members reach agreement on all contents of the performance appraisal.
13. The Board Chair and a representative of the sub-committee then meet with both the MOH and CEO (separately) to discuss the results of the appraisal and their goals for the next year.
14. The performance appraisals are signed and filed in a sealed envelope with Human Resources.

Additional tools to assist with the completion of the MOH and CEO performance appraisals (checklist, process outline and sample emails) are available as appendices to [Policy G-050](#).

This report was prepared by the Board of Health and Governance Committee Chairs and the Human Resources Team, Healthy Organization Division.



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