

TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2015 February 19

---

## **MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL 2015**

### ***Recommendation***

*It is recommended that the Governance Committee receive Report 05-15GC for discussion and review of the revised appraisal tool and proposed timelines.*

### **Key Points**

- A sub-committee has been formed to coordinate and complete the Performance Appraisal for the MOH & CEO.
- At an initial meeting, the sub-committee directed staff to revise the performance tool and provide draft timelines.

### **Background**

The draft Performance Appraisal Tool for the Middlesex London Health Unit's (MLHU) Medical Officer of Health and CEO ([Appendix A](#)) was developed by taking the following into consideration:

- the requirements under the Ontario Public Health Organizational Standards;
- example templates as provided in the Governance Toolkit by the Association of Local Public Health Agencies (alPHA); and
- other external examples of best practice performance appraisals.

### **Next Steps**

1. The sub-committee reviews and finalizes the appraisal tool.
2. The sub-committee confirms the timeline ([Appendix B](#)) for the appraisal process.
3. The subcommittee informs the Board of the start of the process and invites Board members to provide any comments to the sub-committee.
4. MOH/CEO is requested to complete the same appraisal tool and submit to the sub-committee.
5. The sub-committee collects supporting performance documentation including stakeholder feedback.
6. The sub-committee meets to complete the Board portion of the appraisal tool.
7. The sub-committee drafts a summary document and then convenes an in-camera session of the Board to discuss the results and recommendations.
8. The Board Members reach agreement on the contents of the review.
9. The Board Chair and a representative of the sub-committee meet with the MOH/CEO to discuss the results of the appraisal and the goals for the next year..
10. The performance appraisal is signed and filed in a sealed envelope with Human Resources.

This report was prepared by Ms. Laura Di Cesare, Director, Human Resources and Corporate Strategy.

A handwritten signature in black ink, appearing to read 'C. Mackie', is positioned above the printed name.

Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health