



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2016 January 21

2016 MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL

Recommendations

It is recommended that:

- 1) The Governance Committee receive Report 02-16GC; and*
- 2) The Governance Committee form a sub-committee to initiate the performance appraisal process for the Medical Officer of Health and Chief Executive Officer.*

Key Points

- The 2015 performance appraisal was initiated in January with the appraisal being completed in April.
- The Governance Committee Terms of Reference and the draft 2016 reporting calendar highlights that the MOH & CEO performance appraisal be initiated in the first quarter of the calendar year and results reported to the Board of Health at the second quarter (April) meeting.
- A sub-committee is necessary for the administration of the 2016 performance appraisal.

Background

According to data collected for the Initial Report on Public Health that was published in 2009, 21 of 32 boards of health in Ontario reported that Medical Officer of Health performance appraisals are done annually. Of those boards of health who responded, 23 reported that they use a committee of board members to conduct the performance appraisal.

The Governance Committee is responsible for initiating the annual performance appraisal process for Medical Officer of Health and Chief Executive Officer (MOH/CEO). The most recent performance appraisal of the MOH & CEO was conducted in the second quarter of 2015 by a sub-committee consisting of Ms. Poletes-Montgomery, Mr. Studenny, Mr. Meyer and Mr. Turner.

A Performance Appraisal Tool for the Middlesex-London Health Unit's MOH/CEO was developed during last year's process following 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.

2016 Performance Appraisal Process

1. The Governance Committee Report informs the Board of Health that this process is being initiated.
2. The Governance Committee strikes a performance appraisal sub-committee.
3. The sub-committee reviews and approves the performance appraisal tool ([Appendix A](#)) and timeline ([Appendix B](#)).
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 MOH/CEO is requested to complete the same performance appraisal tool and given a date to submit appraisal tool to the subcommittee.
6. The sub-committee gathers supporting documentation covering the appraisal timeframe including position description, MOH/CEO Monthly Activity Reports and listings of Board of Health Report Titles both public and in-camera.
7. The sub-committee meets with the Board to complete the Board of Health portion of the performance appraisal.
8. The sub-committee can then meet with the MOH/CEO to discuss any questions or concerns that they may have with the performance appraisal.
9. 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.
10. The Board Members reach agreement on all contents of the performance appraisal.
11. The Board Chair and a representative of the sub-committee then meet with the MOH/CEO to discuss the results of the appraisal and the goals for the next year.
12. The performance appraisal is signed and filed in a sealed envelope with Human Resources.

This report was prepared by Ms. Laura Di Cesare Director, Corporate Services.



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Medical Officer of Health