

TO: Chair and Members of the Governance Committee

FROM: Laura Di Cesare, Director Healthy Organization

DATE: 2019 June 20

2018 MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL

Recommendations

It is recommended that:

- 1) The Governance Committee receive Report 013-19GC; 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 2016/17 performance appraisal was initiated in April 2017 with the appraisal being completed in April 2018.
- The Governance Committee Terms of Reference and the 2018 reporting calendar highlights that the MOH & CEO performance appraisal will be initiated in the second quarter of the calendar year.
- A sub-committee is necessary for the administration of the 2018 performance appraisal.

Background

The Governance Committee is responsible for initiating the annual performance appraisal process for the Medical Officer of Health and Chief Executive Officer (MOH & CEO). The most recent performance appraisal of the MOH & CEO was initiated in the first quarter of 2017 to cover the 2016 calendar year. However, given a leave of the MOH/CEO this process was not completed until April 2018 and resulted in a combined 2016/2017 performance review.

The Performance Appraisal Tool for the Middlesex-London Health Unit's MOH & 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 recently renewed its approval of this appraisal process when it approved [Policy G-050 Medical Officer of Health and Chief Executive Officer Performance Appraisal](#) at the November 15, 2018 board meeting.

2018 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 from policy G-050 ([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 (policy G-030), 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.

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

This report was prepared by the Healthy Organization Division.



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