



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2023 March 16

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR FEBRUARY

Recommendation

It is recommended that the Board of Health receive Report No. 21-23, re: Chief Executive Officer Activity Report for February for information.

The following report highlights activities of the Chief Executive Officer for the period of February 2, 2023 – February 27, 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 February 20 to February 26.

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:*

- February 8** The CEO attended a meeting regarding the Health and Homelessness Summit, organized by the City of London.
- February 10** The CEO attended the annual Youth Opportunities Unlimited breakfast.
- February 13** The CEO attended a meeting organized by the City of London, regarding draft metrics for its Strategic Plan.
- February 15** The CEO attended a community partners discussion group for the London Health Sciences Centre Accreditation Canada process.
- February 23** The CEO participated in the monthly meeting of the Middlesex-London Ontario Health Team Coordinating Council.
- February 27** The CEO with the Medical Officer of Health, met with Cathy Burghardt-Jesson, Warden, Middlesex County and Cindy Howard, General Manager, Finance and Community Services at the County of Middlesex.

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:*

- February 2** The CEO participated in interviews for the position of Executive Assistant to the Chief Executive Officer.
- February 6** The CEO participated in a meeting to discuss Requests for Proposals regarding an Information Technology digital content developer contract.
- The CEO attended a meeting of the Leadership On-Call Working Group.
- The CEO attended a meeting regarding team business rules.
- February 8** The CEO attended a meeting to plan for a review of office spaces and material storage.
- February 9** The CEO attended the quarterly meeting with Stronghold Inc., MLHU's IT service provider.
- The CEO attended a confidential meeting regarding labour relations.
- February 10** The CEO attended an internal meeting regarding funding for the Ontario Seniors Dental Program.
- February 13** The CEO attended the monthly Strathroy Dental Steering Committee.
- The CEO attended a meeting reviewing a performance management module in the Human Resources Information System for potential implementation.
- February 16** The CEO attended a meeting with the recruiter regarding interviews for an Associate Medical Officer of Health.
- The CEO, with the Medical Officer of Health and Manager, Human Resources, attended the quarterly touch-base meeting with CUPE.
- February 21** The CEO participated in interviews for the Associate Medical Officer of Health position.
- The CEO attended the monthly Employee Systems Review (ESR) Steering Committee meeting.
- The CEO met with the Medical Officer of Health, Finance, and Human Resources to conduct a zero-based budgeting review of staffing resources provided by the MLHU leadership team.
- February 23** The CEO attended a meeting regarding harmonized clinics in the MLHU.
- The CEO attended a meeting regarding staffing for the dental operatories opening in the Strathroy dental clinic.
- February 27** The CEO attended a meeting regarding recruitment for the Manager, Privacy, Risk, and Client Relations job posting.

The CEO, with the Medical Officer of Health, and Director, Healthy Living division attended a meeting to discuss cross-divisional communication processes.

The CEO attended a meeting to discuss the MLHU Leadership Development Framework.

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.*

February 9 As part of the CEO's McCormick Care Board membership, the CEO attended the McCormick Executive Committee meeting.

February 15 As part of the CEO's McCormick Care Board membership, the CEO chaired the McCormick Quality Committee meeting.

February 22 The CEO participated in Crucial Conversations refresh training.

February 24 The CEO attended the alPHa Winter Symposium and Board of Health section 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:*

February 2 The CEO attended the February inaugural meeting of the Finance and Facilities Committee.

The CEO attended the monthly provincial call regarding funding updates.

February 6 The CEO attended the February Board of Health meeting agenda review and executive meeting.

The CEO attended the weekly Provisional Plan Sponsor update meeting.

February 7 The CEO met with the Board Chair for a monthly touch-base meeting.

February 13 The CEO attended a meeting with the Ministry of Health Funding and Oversight Branch and Ministry of Health Public Health Programs Branch regarding funding for operating expenses for the Ontario Seniors Dental Program.

February 16 The CEO attended the February Board of Health meeting.

This report was prepared by the Chief Executive Officer.



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