

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 22-24

TO: Chair and Members of the Board of Health
FROM: Emily Williams, Chief Executive Officer
DATE: 2024 March 21

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR JANUARY AND FEBRUARY

Recommendation

It is recommended that the Board of Health receive Report No. 22-24 re: “Chief Executive Officer Activity Report for January and February” for information.

The following report highlights activities of the Chief Executive Officer (CEO) for the period of January 5 – March 7, 2024.

Standing meetings include weekly Corporate Services leadership team meetings, Senior Leadership Team meetings, MLHU Leadership Team meetings, Virtual Staff Town Hall meetings, bi-weekly R3 meetings, and weekly check ins with the Corporate Services managers and the Medical Officer of Health. The Chief Executive Officer took vacation on January 5th, 15th, 16th and February 26th to March 1st.

The Chief Executive Officer also attended the following meetings:

Client and Community Impact – *These meeting(s) reflect the Chief Executive Officer’s representation of the Health Unit in the community:*

- January 19** With the Associate Director, Finance, met with City of London finance representatives to review MLHU assessment growth business cases.
- January 25** With members of the Senior Leadership Team, attended the 2024 State of the City Address.
- January 29** Attended a meeting with United Way Elgin Middlesex to discuss Community Impact.
- February 8** With the Board Chair and Medical Officer of Health, met with Member of Parliament Peter Fragiskatos to discuss federal newcomer funding.
- February 9** With members of the Senior Leadership Team, attended the Youth Opportunities Unlimited breakfast.

With the Board Chair and Medical Officer of Health, met with Member of Parliament Arielle Kayabaga to discuss federal newcomer funding.

February 12 With the Associate Director, Finance, met with the City of London and Middlesex County finance representatives to provide an MLHU financial update.

Employee Engagement and Learning – *These meeting(s) reflect on how the Chief Executive Officer 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:*

January 8 Attended the MLHU Leadership Team pre-planning meeting to discuss the January agenda.

January 10 With the Medical Officer of Health, attended a meeting with Shaya Dhinsa, Manager, Sexual Health team to discuss daily program operations.

Participated in a Change Champions leadership session at MLHU.

January 18 Attended a meeting to discuss changes to MLHU Orientation.

January 24 With the Medical Officer of Health and Associate Director, Human Resources and Labour Relations, participated in the Chief Nursing Officer and Director, Family and Community Health interviews.

January 29 Attended the Employment Systems Review Steering Committee.

With the Medical Officer of Health and Associate Director, Human Resources and Labour Relations, met with the union partner Ontario Nurses Association.

February 1 With the Medical Officer of Health and Associate Director, Human Resources and Labour Relations, met with the union partner Canadian Union of Public Employees.

February 5 Attended a meeting to discuss the MLHU performance appraisal tool for Public Health Nurses.

Attended the Equity, Diversity and Inclusion Advisory Committee.

February 7 Attended the Management Operating System Implementation Working Group meeting.

March 4 Attended the MLHU Leadership Team pre-planning meeting to discuss the March agenda.

With the Director, Chief Nursing Officer and Family and Community Health and Director, Human Resources and Labour Relations attended a meeting to discuss Model of Service Delivery review processes.

March 5 Attended the Management Operating System/Intervention Description Indicator Development Project Steering Committee.

Governance – *This meeting(s) reflect on how the Chief Executive Officer influences the alignment of management methods and systems to ensure appropriate structures and resources are in place to achieve the Health Unit's mission and vision. This also reflects on the Chief Executive Officer's responsibility for actions, decision and policies that impact the Health Unit's 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:*

January 8 With the Medical Officer of Health and Associate Medical Officer of Health, hosted representatives from the Office of the Chief Medical Officer of Health for a meeting.

January 9 Attended the Citi Plaza Dental Operatory Build Steering Committee to discuss centralized ordering.

January 10 Attended a Board Orientation planning meeting.

With the Assistant Director, Finance and Human Resources and Labour Relations and Manager of Procurement and Operations met with AON Hewitt to discuss employee benefits renewal.

January 11 Attended Board of Health agenda review and Executive meeting.

January 12 Attended the Association of Public Health Business Administrators Executive meeting.

January 17 With the Medical Officer of Health, attended the Provincial Standing Committee on Finance and Economic Affairs.

January 18 Met with the Board of Health Chair for a monthly one-on-one meeting.

Attended Board of Health meeting.

January 19 Attended the Citi Plaza Dental Operatory Build Steering Committee meeting.

January 22 With the Medical Officer of Health, attended the Rural Ontario Municipal Association conference in Toronto, specifically the session on 'Strengthening Public Health'.

January 25 Attended the Citi Plaza Dental Operatory Build Steering Committee meeting.

February 1 Attended meeting with Ministry of Health partners to discuss public health funding.

February 8 Attended Board of Health agenda review and Executive meeting.

With MLHU Health and Safety representatives, met with Ministry of Labour representatives.

February 15 Met with the Board of Health Chair for a monthly one-on-one meeting.

Attended Strengthening Public Health Lessons Learned speaker series hosted by the Ministry of Health.

Attended Finance and Facilities meeting.

Attended Board of Health meeting.

February 16 Attended Association of Local Public Health Agencies Winter Symposium and Board of Health section meeting.

February 20 Attended the Citi Plaza Dental Operatory Build Steering Committee meeting.

February 22 Attended the Middlesex London Ontario Health Team Coordinating Council meeting.

March 6 Attended the Citi Plaza Dental Operatory Build Steering Committee touch base.

March 7 Attended meeting with Ministry of Health partners to discuss public health funding.

This report was prepared by the Chief Executive Officer.



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

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The Good Governance and Management Practices Domain as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically the Governance and Leadership (ABRP) section.