



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 April 21

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MARCH

Recommendation

It is recommended that the Board of Health receive Report No. 26-22, re: “Chief Executive Officer Activity Report for March” for information.

The following report highlights activities of the Chief Executive Officer for the period of March 4, 2022 – March 31, 2022.

Standing meetings include weekly Healthy Organization leadership team meetings, SLT (Senior Leadership Team), Logistics and R3 (Repatriation, Redeployment and Recruitment), Virtual Staff Town Hall meetings and C3 (COVID Collaborative Committee) meetings.

The Chief Executive Officer also attended the following meetings:

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

March 8 The CEO attended the Middlesex County Council Budget meeting to present MLHU’s 2022 budget.

March 10 The CEO met with Mosaic Medical to discuss staffing options for future vaccine planning efforts.

The CEO met with MLHU’s IT service provider, Stronghold IT Services, to discuss updates.

March 22 The CEO met with Reg Ash from the Western Fair District to discuss the Agriplex Mass Vaccination Clinic lease agreement.

March 2 The CEO met with Cindy Howard from the Middlesex County to discuss the MLHU Budget.

March 31 The CEO, with the MOH, met with City of London representatives, Maureen Cassidy and Kapil Lakhotia to discuss plans regarding a London mental health hub.

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:*

March 4 The CEO chaired and participated in Day One of the SLT Retreat.

- March 7** The CEO chaired and participated in Day Two of the SLT Retreat.
- As part of the Healthy Living Division review project, the CEO met with the MOH and Healthy Living Director to discuss the project charter.
- The CEO met with Environmental Health and Infectious Diseases leadership to discuss the Vaccine Preventable Diseases team proposals development.
- March 8** The CEO attended the MLT (MLHU Leadership Team) meeting.
- March 10** The CEO attended a meeting with HR staff to discuss organizational plans for a leadership development program.
- March 21** The CEO participated in the HR interviews for the Program Planning and Evaluation Manager role.
- March 23** The CEO participated in the HR interviews for the Program Planning and Evaluation Manager role.
- March 28** The CEO chaired and participated in Day Three of the SLT Retreat.
- The CEO met with Kelly Gillis from Ahria Consulting to discuss MLHU leadership development.
- March 28-31** As part of the new MLHU on-call leadership system, the CEO provided on-call coverage in the evening.
- March 31** The CEO attended a follow up meeting with HR staff to discuss next steps for the organizational leadership development program.
- 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.*
- March 31** As part of the CEO's McCormick Care Board membership, the CEO attended the McCormick Care Board of Directors Committee 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:*

- March 7** The CEO attended the Special Meeting of the Board of Health.
- March 9** The CEO attended the MLHU Board of Health March Agenda Review and Executive meeting with the Board Chair and Vice-Chair.
- The CEO participated in an in-person news conference, announcing Dr. Summers' Medical Officer of Health appointment.

- March 18** The CEO attended the Board of Health meeting.
- March 23** The CEO attended the Association of Ontario Public Health Business Administrators (AOPHBA) webinar regarding remote work.
- March 30** The CEO met with Board Chair as part of their monthly update.
- March 31** The CEO, with the MOH, met with Dr. Wajid Ahmed, Ontario Associate Chief Medical Officer of Health to discuss public health matters locally.

This report was prepared by the Chief Executive Officer.

A handwritten signature in cursive script that reads "E. Williams". The signature is written in black ink on a light-colored, slightly textured background.

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