



TO: Chair and Members of the Board of Health
FROM: Emily Williams, Chief Executive Officer
DATE: 2023 April 20

CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MARCH

Recommendation

It is recommended that the Board of Health receive Report No. 27-23, 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 2, 2023 – April 1, 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 March 27 to April 2, 2023.

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:*

- March 7** The CEO, along with the Medical Officer of Health, Manager, Sexual Health Team, Manager, Infectious Diseases Team, attended a follow-up meeting with First Nations Communities regarding collaboration.
- March 8** The CEO, along with the Medical Officer of Health met to discuss data sharing with First Nations Community Health Centres.
- March 9** The CEO attended a meeting to discuss the evolution of the Ontario Health Team (OHT) and MLHU's role in supporting the OHT's success.
- March 14** The CEO, along with the Assistant Director of Finance attended the Middlesex County Council Meeting to deliver the proposed MLHU 2023 Budget.

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 6** The CEO attended a meeting with the LHSC Organizational Development Specialist regarding the upcoming LEADS training, to adapt it to suit the needs of MLHU.
- March 9** The CEO attended a meeting regarding confidential legal matters.
- March 16** The CEO participated in interviews for the Associate Medical Officer of Health position.
The CEO attended the ONA Union Management meeting to support the discussion about the revised Registered Nurse (RN) job description.
- March 20** The CEO participated in interviews for the Privacy, Risk and Client Relations Manager position.
The CEO attended the Employment Systems Review Steering Committee meeting.
The CEO provided an overview of the 2023 proposed budget during meetings with both CUPE and ONA unions.
- March 22** The CEO participated in a request for proposal (RFP) meeting regarding Information Technology development.
- March 24** The CEO met with the Manager, Community Outreach and Clinical Support Services to discuss team strategies.

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 15** The CEO Participated in Leads 2: Engage Others for Directors/Executives training.
- March 30** As part of the CEO’s McCormick Care Board membership, the CEO attended the McCormick Board of Directors 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 2** The CEO met with the Board Chair for a monthly touch-base meeting.
The CEO attended the monthly provincial call regarding funding updates.

- March 9** The CEO attended the March meeting of the Finance and Facilities Committee.
- March 16** The CEO attended a meeting with members of the Healthy Organization leadership team to discuss the introduction of an asset management strategy .
- The CEO attended the Provisional Planning Project Sponsor meeting.
- The CEO attended the Strathroy Dental Project Steering Committee meeting.
- March 22** The CEO met with the Board Chair for a monthly touch-base meeting.
- The CEO attended the Provisional Planning Project Sponsor meeting.
- March 23 The CEO attended a layout walk-through of the new Strathroy Dental Clinic.
- The CEO met with the Medical Officer of Health to review Management Operating System documents.
- March 24 The CEO reviewed the Annual Service Plan (ASP).
- April 1 The CEO reviewed the ASP.

This report was prepared by the Chief Executive Officer.

A handwritten signature in black ink that reads "E. Williams". The signature is written in a cursive style and is positioned above the printed name and title of the Chief Executive Officer.

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