



TO: Chair and Members of the Board of Health  
FROM: Emily Williams, Chief Executive Officer  
DATE: 2022 September 15

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## CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR JULY AND AUGUST

### **Recommendation**

*It is recommended that the Board of Health receive Report No. 55-22, re: “Chief Executive Officer Activity Report for July and August” for information.*

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The following report highlights activities of the Chief Executive Officer for the period of July 1, 2022-September 1, 2022.

Standing meetings include weekly Healthy Organization leadership team meetings, SLT (Senior Leadership Team) meetings, MLT (MLHU Leadership Team) meetings, Virtual Staff Town Hall meetings and C3 (COVID Collaborative Committee) meetings.

As part of the MLHU on-call leadership system, the CEO provided on-call coverage from July 11 to July 17.

As part of the MOH’s vacation, the CEO provided OMOH administrative and corporate media coverage on behalf of the MOH from July 24 to August 8.

The CEO was on vacation from August 22 to September 5.

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:*

**July 14** As part of the London Health Sciences (LHSC) Master Plan, the CEO met with LHSC’s consultant to discuss MLHU’s input for the plan.

**July 24** The CEO, with MLHU staff, participated in the 2022 London Pride Parade.

**July 25** The CEO attended the City of London Strategic Plan meeting to review the Community Profile.

The CEO met with Niagara Region Public Health staff to discuss Profile and Verto software integration.

**July 27** The CEO, with the Associate Director of Finance, met with Cindy Howard from the Middlesex County to discuss the MLHU Budget.

**July 28** The CEO attended the Western Ontario Health Team Coordinating Council Meeting.

**August 4** The CEO, with MLHU staff, attended the City of London Immediate Action to Support London's Most Vulnerable meeting to provide MLHU's feedback and input.

**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:*

- July 7** As part of the Employment Systems Review (ESR) recommendations, the CEO met with the ESR Project Steering Committee.
- As part of the Joy in Work Update BOH report, specific to the Camaraderie & Teamwork action item follow up, the CEO attended the MLT Social Evening.
- July 12** The CEO attended and chaired the July MLT meeting.
- July 14** The CEO, with the MOH, met with Legacy Executive Search Partners to discuss the Associate Medical Officer of Health (AMOH) recruitment.
- The CEO met with HR staff to discuss MLHU's Internal Response Team.
- July 18** As part of MLHU's Job Description review initiative, the CEO, with the CNO, met to discuss public health roles.
- July 25** The CEO met with the CUPE union leadership.
- July 26** The CEO attended the monthly Be Well Committee meeting to discuss staff events.
- July 27** As part of the Strathroy Seniors Dental Project, the CEO met with MLHU stakeholders to discuss project updates and next steps.
- July 28** The CEO met with legal to discuss a confidential labour relations matter.
- August 5** The CEO met with the MLHU's Emergency Management Specialist to discuss the staff notification process for emergencies, such as the recent Rogers service outage.
- August 8** As part of the Strathroy Seniors Dental Project kick off, the CEO met with the Strathroy Dental Steering Committee to discuss the status and ongoing tasks.
- The CEO met with the MOH to debrief during the MOH's vacation.
- The CEO met with the Associate Director of Finance to discuss the budget process for 2023. In addition, the CEO and the Associate Director met with the MOH to discuss the process.
- August 15** The CEO met with the MOH to discuss MLHU's input for the City of London's Strategic Plan.

- August 16** As part of the Employment Systems Review (ESR) recommendations, the CEO met with the ESR Project Steering Committee.
- August 17** The CEO met with MLHU staff to discuss the Incident Reporting policy.
- August 18** The CEO attended and chaired the September MLT planning meeting.  
The CEO attended Be Well's Virtual Coffee Break.

**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.*

- August 18** The CEO attended the MLHU Basic SharePoint Training.

**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:*

- July 6** The CEO attended the MLHU Board of Health July Agenda Review and Executive meeting with the Board Chair and Vice-Chair.
- July 7** The CEO attended the Finance and Facilities Committee meeting.
- July 14** The CEO met with MLHU's IT service provider, Stronghold IT Services, to discuss updates.  
The CEO attended the Board of Health meeting.
- August 4** The CEO attended the Finance and Facilities Committee meeting.
- August 16** The CEO met with Board Chair as part of their monthly update.

This report was prepared by the Chief Executive Officer.



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