



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2023 September 21

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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. 56-23 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 (CEO) for the period of July 9 – August 31st, 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.

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 11** The CEO attended the Public Health Sector Coordination Table meeting to discuss public health sector-level information.
- July 12** The CEO attended the Strategy and Accountability Table meeting of the Health and Homelessness work organized by the City of London.
- July 13** The CEO met with a Health Sciences student to discuss Public Health, the organization, healthcare management and volunteer opportunities.
- July 18** The CEO participated in an interview with Jen Bieman, London Free Press regarding the 2024 budget.
- July 21** The CEO, along with the Director, Public Health Foundations and Manager, Strategy, Planning and Performance met to discuss the City of London Strategic Plan and the associated impacts for the MLHU.
- July 24** The CEO, along with Assistant Director, Finance, met with the City of London to discuss the 2024 budget.
- July 25** The CEO participated in the Strathroy Dental Steering Committee meeting.

- July 26** The CEO, along with the Director, Public Health Foundations, attended the REAI + Safe London Implementation Plan Development (part of the City of London Strategic Plan) meeting.
- August 8** The CEO, along with the Medical Officer of Health, Assistant Medical Officer of Health, and Director, Public Health Foundations, attended a meeting with London Health Sciences Centre (LHSC) to discuss public health information systems.
- August 15** The CEO met with the CEO, Pillar Nonprofit Network to discuss strategic planning processes.

**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 10** The CEO, along with the Medical Officer of Health, met with the Acting Manager, Community Health Promotion (CHP) to discuss daily program operations.
- The CEO, along with the Medical Officer of Health met with the Acting Manager, Healthy Beginnings Visiting & Group Programs Team (HBVG) to discuss daily program operations.
- July 12** The CEO, along with the Medical Officer of Health met with the Manager, Young Adult Team (YA) to discuss daily program operations.
- July 14** The CEO, along with the Medical Officer of Health met with the Manager, Population Health Assessment and Surveillance Team (PHAS) to discuss daily program operations.
- July 17** The CEO participated in the Employment Systems Review (ESR) Steering Committee Meeting.
- July 19** The CEO participated in a discussion related to confidential HR matters.
- July 20** The CEO attended a Substance Use Program Team meeting to provide updates on the 2023-2024 Provisional Plan.
- The CEO attended a Finance Team meeting to provide updates on the 2023-2024 Provisional Plan.
- The CEO attended the Strathroy Dental Project Close Out meeting.
- July 27** The CEO participated in a meeting regarding alignment of leadership competencies to levels of leadership, in preparation for the new leader performance appraisal framework.
- August 9** The CEO, along with the Medical Officer of Health met with the Manager, Strategy, Planning and Performance to discuss daily program operations.
- The CEO, along with the Medical Officer of Health, Director Public Health Foundations, Assistant Director, Finance, and Manager, Strategy, Planning and Performance, met to

discuss Key Performance Indicators (KPI) and budget reporting, as part of the Management Operating System.

- August 11** The CEO, along with the Medical Officer of Health met with the Manager, Best Beginnings team to discuss daily program operations.
- August 16** The CEO, along with the Medical Officer of Health met with the Manager, Substance Use Program (SUP) team to discuss daily program operations.
- August 18** The CEO, along with the Medical Officer of Health met with the Assistant Director, Finance team to discuss daily program operations.
- August 14** The CEO participated in the Equity, Diversity, and Inclusion (EDI) 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:*

- July 11** The CEO attended the monthly Board of Health agenda review and executive meetings.
- July 13** The CEO attended the monthly Provisional Plan Sponsor meeting.
- The CEO chaired the Public Health Roles Advisory Workgroup meeting, providing an update on the job description project.
- The CEO participated in a confidential discussion with CUPE.
- July 14** The CEO attended a meeting with other MOHs and CEOs from across the province to discuss public health matters.
- The CEO attended the July Governance Committee meeting.
- The CEO attended the July Board of Health meeting.
- July 17** The CEO, along with Director, Public Health Foundations, and Manager, Strategy, Planning and Performance met to discuss the Management Operating System (MOS).
- The CEO and Chair Newton-Reid met for the monthly 1-on-1 meeting.
- July 19** The CEO attended a meeting with other MOHs and CEOs from across the province to discuss public health matters.
- July 20** The CEO, along with the Manager, HR and Assistant Director, Finance met with benefit brokers from AON for a client service meeting.
- The CEO provided a briefing related to 2024 budget to Board Member, Peter Cuddy, given he was going to be absent for the related Board meeting.

- July 21** The CEO met with members of the Finance team to discuss workforce planning and budget reallocation.
- July 25** The CEO attended a meeting with other MOHs and CEOs from across the province to discuss public health matters.
- July 27** The CEO met with the Assistant Director, Finance, to review the Q2 Standard Activity Report (SAR).  
The CEO participated in a discussion regarding confidential legal matters.
- August 1** The CEO, with the Medical Officer of Health, Michael Steele, Chair of the Finance and Facilities Committee, and Matt Newton-Reid, Board Chair, met to discuss meeting with local MPPs.
- August 9** The CEO attended a meeting with other MOHs and CEOs from across the province to discuss public health matters.  
The CEO attended a meeting related to confidential legal matters.
- August 10** The CEO attended the August Finance and Facilities Committee meeting.  
The CEO, along with Chair Newton-Reid and the Medical Officer of Health, met with MPP Peggy Sattler regarding advocacy efforts for public health.
- August 14** The CEO attended a confidential meeting related to a potential project opportunity.
- August 16** The CEO attended a meeting with other MOHs and CEOs from across the province to discuss Public Health matters.  
The CEO, along with Manager, HR, attended a meeting with AON for a consulting update.  
The CEO, along with Chair Newton-Reid, and the Medical Officer of Health, met with MPP Theresa Armstrong regarding advocacy efforts for public health.
- August 17** The CEO and Chair Newton-Reid met for the monthly 1-on-1 meeting.
- August 18** The CEO met with the CEO, Southwestern Public Health, to discuss public health matters.
- August 20** The CEO, with the Medical Officer of Health and Matt Newton-Reid, Board Chair, attended a delegation with Minister Michael Parsa and Associate Minister Charmaine Williams, Children, Community and Social Services.
- August 21-23** The CEO attended the Association of Municipalities of Ontario Annual General Meeting and Conference.
- August 21** The CEO, with the Medical Officer of Health and Matt Newton-Reid, Board Chair, attended a delegation with the Green Party of Ontario caucus.  
The CEO, with the Medical Officer of Health and Matt Newton-Reid, Board Chair, attended a delegation with the Ontario Liberal Party caucus.

**August 22** The CEO, with the Medical Officer of Health and Matt Newton-Reid, Board Chair, attended a delegation with Minister Sylvia Jones, Health.

The CEO, with the Medical Officer of Health and Matt Newton-Reid, Board Chair, attended a delegation with the New Democratic Party of Ontario caucus.

This report was prepared by the Chief Executive Officer.

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

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