



TO: Chair and Members of the Board of Health  
FROM: Emily Williams, Chief Executive Officer  
DATE: 2023 October 19

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## CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR SEPTEMBER

### **Recommendation**

*It is recommended that the Board of Health receive Report No. 62-23 re: “Chief Executive Officer Activity Report for September” for information.*

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The following report highlights activities of the Chief Executive Officer (CEO) for the period of September 1 – October 5, 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 Medical Officer of Health (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:*

**September 21** The Chief Executive Officer, along with the Manager, Procurement Operations met with representatives from the City of London to discuss legislative facility auditing under the *Accessibility for Ontarians with Disabilities Act (AODA)*.

**September 26** The CEO with the Medical Officer of Health, and Director of Environmental Health and Infectious Disease Control met with executives from the London Intercommunity Health Centre.

**September 27** The CEO attended a webinar hosted by the Ministry of Health to discuss Ontario Health Teams.

**October 4** The CEO and the Manager, Information Technology met with Stronghold Services for their quarterly meeting.

**October 5** The CEO attended the Canadian Mental Health Association (CMHA)’s Year in Review event in London.

**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:*

- September 7** The Chief Executive Officer, along with the Medical Officer of Health met with the Manager, Privacy, Risk and Client Relations to discuss daily program operations.
- The CEO met with the Communications Team to discuss the 2023-2024 provisional plan.
- September 8** The CEO, along with the MOH met with the Manager, Information Technology to discuss daily program operations.
- September 10-12** The CEO attended with the Assistant Director, Finance and the Manager, Human Resources the Association of Public Health Business Administrators (AOPHBA) Annual General Meeting and Conference in Niagara Falls.
- September 13** The CEO, along with the MOH met with the Manager, Procurement and Operations to discuss daily program operations.
- September 18** The CEO attended the Management Operating System (MOS) Steering Committee meeting.
- The CEO attended the Employment Systems Review (ESR) Steering Committee meeting.
- September 19** The CEO, along with the MOH met with leaders to review the 2024 budget planning process.
- The CEO, along with the MOH met with union leaders from the Canadian Union of Public Employees (CUPE) and the Ontario Nurses' Association (ONA) to discuss 2024 budget planning process.
- September 20** The CEO and MOH hosted a Special Town Hall meeting to explain the 2024 budget impacts and associated planning process with all staff.
- September 22** The CEO met with individuals selected for the Potential Leader Development Program at MLHU for the kick-off of the program.
- The CEO attended the Environmental Health and Infectious Disease Control (EHID) division coffee break.
- 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:*
- September 7** The CEO, along with the MOH and the Board Chair met with MPP Monte McNaughton's office to discuss public health budget matters.
- September 14** The CEO attended the Finances and Facilities Committee meeting.
- The CEO, along with the MOH and the Executive Assistant to the Board of Health attended the monthly Board of Health agenda review and executive meeting with the Vice-Chair of the Board, Michael Steele.

- September 15** The CEO, along with the MOH and the Vice-Chair met with MPP Terrance Kernaghan's office to discuss public health budget matters.
- September 18** The CEO, along with the MOH met with Mayor of Middlesex Centre/Board Member Aina DeViet to discuss the Association of Municipalities of Ontario (AMO) Health Transformation Task Force.
- September 21** The CEO attended the Governance Committee and Board of Health meetings.
- September 22** The CEO had her monthly touchbase with the Board Chair.
- September 28** The CEO attended the monthly Western Ontario Health Team meeting.
- October 5** The CEO and Assistant Director, Finance attended the monthly meeting hosted by the Finance branch of the Ministry of Health.

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