



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2023 November 16

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## CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR OCTOBER

### Recommendation

*It is recommended that the Board of Health receive Report No. 76-23, re: Chief Executive Officer Activity Report for October for information.*

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The following report highlights activities of the Chief Executive Officer (CEO) for the period of October 6 – November 2, 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 took vacation from October 25 – 27.

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:*

- October 6** The CEO attended a meeting with other CEO's from across the province to discuss Public Health matters.
- October 10** The CEO attended a council meeting for Middlesex County to discuss redirection of 2022 surplus funding.
- October 13** The CEO attended a meeting with other CEO's from across the province to discuss Public Health matters.
- October 18** The CEO, with the Chair of the BOH, attended a meeting with the Warden, the Chief Administrative Officer, and the Director of Finance for the County of Middlesex.
- October 20** The CEO attended a meeting with other CEO's from across the province to discuss Public Health matters.
- October 23** The CEO attended the Corporate Services Committee meeting for the City of London to discuss redirection of 2022 surplus funding.

The CEO met with the County of Middlesex for the Quarterly Financial Update meeting.

The CEO completed an interview with the London Free Press related to the 2024 budget.

The CEO met with the City of London for the Quarterly Financial Update meeting.

- October 24** The CEO completed an interview with CBC related to the 2024 budget.
- November 1** The CEO, along with the Medical Officer of Health attended a meeting with other CEOs and MOHs from the Southwest region hosted by the Ministry of Health with respect to ‘Strengthening Public Health’.
- November 3** The CEO attended the Association of Public Health Business Administrators (AOPHBA) Executive Meeting at Toronto Public Health.

**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:*

- October 6** The CEO, along with the Medical Officer of Health (MOH), and Director, Environment Health & Infectious Disease (EHID) met to discuss prioritization of programs and services related to the 2024 budget.
- The CEO, along with the Medical Officer of Health, and Chief Nursing Officer, Director, Healthy Start Division met to discuss prioritization of programs and services related to the 2024 budget.
- October 11** The CEO, along with the Medical Officer of Health, Associate Medical Officer of Health (AMOH), Chief Nursing Officer, and Director, Environmental Health and Infectious Disease (EHID), met to discuss the Model of Care in the EHID division.
- October 12** The CEO, along with the Medical Officer of Health offered open office hours for staff to ask questions related to the organization restructuring and 2024 budgetary impacts.
- October 13** The CEO, along with the Medical Officer of Health, and Director, Public Health Foundations (PHF) met to discuss prioritization of programs and services related to the 2024 budget.
- The CEO attended the Management Operating System (MOS) Steering Committee meeting.
- October 16** The CEO participated in the Employment Systems Review (ESR) Steering Committee Meeting.
- The CEO participated in the Equity, Diversity, and Inclusion (EDI) Advisory committee meeting as the SLT representative.
- October 17** The CEO met with the Manager, Privacy, Risk & Client Relations for a professional Development discussion.
- October 18** The CEO attended a meeting related to confidential HR matters.
- The CEO, along with the Medical Officer of Health and Manager, HR hosted a special Townhall meeting to review the process related to organizational restructuring and 2024 budget impacts.

- October 19** The CEO, along with the Medical Officer of Health met with the manager, Elementary School team, to participate in “A day in the Life of My Team” to better understand the day-to-day workings of the Elementary School team.
- October 30** The CEO attended the Communications team meeting to discuss changes within the team structure.
- November 2** The CEO, along with the Medical Officer of Health offered open office hours for staff to ask questions related to the organization restructuring and 2024 budgetary impacts.

**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:*

- October 11** The CEO attended a meeting related to confidential HR matters.
- The CEO met with a member of the Middlesex County council for a touch-base meeting.
- The CEO attended a meeting related to confidential HR matters.
- October 12** The CEO attended a meeting related to confidential HR matters.
- October 13** The CEO attended a meeting with Manager, HR related to an organizational structure review.
- The CEO, along with the Director, Finance, met with managers of the Operations and Oral Health team and Strategic Project Coordinator to discuss scoping for the Citi Plaza Dental Operatory project.
- October 16** The CEO met with the Stronghold team for a quarterly touch-base meeting.
- October 18** The CEO met with members of the Ministry of Health Funding and Oversight branch to discuss the 2024 budget.
- October 20** The CEO, along with the Medical Officer of Health met with the Manager, Vaccine Preventable Diseases to discuss the organizational restructuring.
- October 23** The CEO participated in the Performance Appraisal process.
- The CEO met with the Board Chair for a monthly one-on-one meeting.
- November 1** The CEO attended a meeting to welcome the new BOH member.
- November 2** The CEO attended the monthly Ministry of Health Funding and Oversight branch update meeting.

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 with a large, prominent initial "E".

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