

South Shore Primary Health Care Board Meeting Minutes

Date: June 18,2026

Call to Order: 1:05 pm

Attendance: Janey Davies, Sandi Metz, Stephanie Caswell, Janet Graff, Debbie Huys, Joan Cobler
Karen Smith (virtual)

Absent: Melissa Pollock, Eunice Cameron

1.Adopt Agenda

Motion: To adopt agenda as stated.

Moved by: Joan Cobler

2.Review Minutes of the April Meeting

Motion to adopt minutes as circulated

Moved by : Janet Graf

3.New Business

a) New member introduction—Janet introduced Debbie Huys a new member to our Board.

b) New Lab technician- Janey advised that Hannah our new Lab tech starts June 29th. With Nova's last day being June 11th Regina Beach lab services will be one time per week on June 18th & June 25th.

Motion made by Joan Cobler for Janey to purchase a \$100. Gift card for Nova. as appreciation for her lab service in our community.

Seconded by Sandi Metz

c) Triad meeting- Betty Jakubowski will be guest at the June 24th Triad meeting (12:00) in Southey

d) Grant Info- Karen researched guidelines for a Grant through Access Communications. Grant has to be tied in with children/youth. One suggestion discussed regarding set up of a TV loop in PHC waiting area, with information on youth addiction, Baby wellness clinics, immunization information etc and another idea of making 1 NP room more "kid" friendly. Karen offered to do further investigation. We also discussed possibilities of applying for grant for setting up of an "Accessible Vehicle Program". Sandi will look into the program- with one such program being operated in Lumsden. Sandi will speak to the Pharmacist in Lumsden about their program operation.

e)Radio/sound system/tv proposal- The walls in the examination rooms are not sound proof and conversations within examination rooms can be heard by patients in waiting room. The use of a radio is being used to ensure privacy. An old small radio is being used to replace the old "boom box" system which is no longer working. We discussed the option of having a loop system with "medical information". Sandi Metz offered to look into the cost of a "Loop System".

4. Business in Progress/Old Business

a) New Outdoor sign- installation of new railing, ramp & deck must be completed prior to the installation of the outdoor sign.

b) Cleaning Issues & new dates- Stephanie advised that the cleaning requirements and extra days have been reviewed and discussed with the cleaning contractor.

c) Facebook- further discussions regarding the challenges of posting Primary Health Care updates on facebook.

d) PHC railing- “Halcyon” has been contracted to install the metal railing, composite ramp and deck to replace the old worn out wooden railing and ramp. The installation has been planned for July.

e) Wellness Day Thursday July 23 1:00 pm- Janey has confirmation from SHA regarding the number of medical disciplines within SHA that will attend. Our Board will set up tables etc at 12:00 on July 23rd. Poster being prepared to display around town. We discussed the “wellness” people (outside of SHA) that we will invite to set up information tables. and lists of invitees were assigned to members of our Board.

5. Budget Update/Financial Report-

a) Joan provided Finance Report showing balance in Board account of \$ 8,941.02 and credit balance in account at Nimbus Water at + \$ 24.30. We have switched the water dispenser to accommodate 3 gallon water bottles. 5 gallon water bottle exchanged for a 3 gallon & a 2nd 3 gallon bottle was purchased. When last 5 gallon bottle is empty it will also be exchanged for a 3 gallon. We will then have three “3 gallon” water bottles at the PHC. Joan moved that her financial report be accepted- seconded by Janet Graff.

b) Grant Possibilities- Karen provided information regarding grants available through Access Communications for funding “children’s programs (Kids at risk & Teens at risk) and will do more investigating to determine what types of Primary Health Care initiatives would be appropriate for this type of grant funding.

7. Next Meeting and Adjournment

Adjourn- Meeting adjourned 3:05

Next Meetings: Next SSPHC Meeting date to be determined

Prepared by Joan Cobler

