



# Hospitals and Institutions

Subcommittee Minutes

October 5th, 2020



The meeting was opened by Danny M. with a moment of silence followed by the serenity prayer.

The 12 Traditions were read by Jack T.

The 12 Concepts were read by Danny M.

H&I attendance gathered by Lyle R.

*Members Present:*

Danny M., Lyle R., Norman C., Randy D., Tanyla E., Jack T., David F., Bill M., Ashley R., Linda A., Mike H.

*New Members:* David F., Bill M., Ashley R.

New Members invited to stay afterwards to ask questions. Secretary collects contact information to send Orientation Packet, Guidelines, and Minutes. (Sent 10-6-20)

September's Minutes – Motion to approve minutes by Norman C. Motion seconded by Jack T. Minutes approved 7-0-2.

## REPORTS

**CHAIR – Danny M. – Present (written report):**

Hello family, hope all is well with everyone- I was able to represent H&I at area service and that went well. Also I was able to discuss with Rachel, the Vice Chair, what we wanted to do in Open Forum and we just agreed to discuss the inventory from ad-hoc and to take it month to month at this point and see how it goes. I have not had any contact with any facilities this month as pretty much nothing has changed, that is all i have to report at this time,

ils, Danny

**VICE CHAIR REPORT – Rachel F. – Present – (written report):**

Hello, Family! I got the chance to speak with our Chair person, Danny, about how to use our time wisely during our meetings. Besides that, there is nothing else to report.

In service,  
Rachel F.

**SECRETARY REPORT – Lyle R. – Present (written report):**

Greetings family,

I was able to distribute a copy of our literature inventory, September’s subcommittee minutes, and login information for this month’s zoom meeting in a timely fashion. As a reminder our meeting code will not change and no password is needed. We are overdue for our quarterly attendance report, which I will work on this month and have available in November. That is all I have to report.

In service,

Lyle R.

**LITERATURE COORDINATOR – Chris M. – Absent (written report):**

Hello family

Nothing new to report. I won’t be in the meeting tonight due to work.

Thank you

In loving service

Chris M.

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| <b>PANEL REPORTS</b> |
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**JAIL (NRADC) PANEL COORDINATOR – Tanyla E. – Absent (written report):**

Hello H& I family, have nothing new to report. Thanks for letting me serve.

Tanyla E.

**JUVENILE DETENTION CENTER PANEL COORDINATOR – Position Open – (no report):**

**BEHAVIORAL HEALTH CENTER PANEL COORDINATOR – Mike H. – Present (verbal report):**

No report to give.

**RAPPAHANNOCK SHENANDOAH WARREN DETENTION CENTER PANEL COORDINATOR – Position Open – (no report):**

**QUESTIONS:**

None

## OPEN FORUM

We read from Handbook on page 22. We began reading “Questions and Answers.” We stopped before “Step Study” on page 22.

### Open Forum

Danny invites topics for open forum before getting into Ad-Hoc.

Bill asks how many facilities when active does Shevana H&I have? 2 jails, BHU, Juvy, plus Community Corrections at Jail. Total 5. How many Active Panel Members do we have? Lyle says about 10 as a guess - Danny affirms accurate estimate.

Linda responds - at NRADC - 2 active female panel members. 5 active male panel members.

Topic of using Open Forum more constructively -

Decide to use this forum to discuss Inventory Survey Ad-Hoc.

### Ad-Hoc on Inventory Questionnaire discussion:

Norman reads questionnaire. The following edits were made:

Question 4 - remove words “the quality of.” Suggested by Randy as unnecessary.

Question 7 - Jack T. suggests it’s a loaded question since we usually don’t have enough members to satisfy commitments. We decide the question is answerable and sufficient - left as is.

Question 8 - remove the words “the quality of”

Question 9 - replace “,if possible,” to “suggest”

(Questionnaire approved 9-0-2)

Further discussion:

Mike asks if the chair will contact facilities with question as opposed to panel coordinator. Or does that go against single point of accountability?

Linda says point of accountability should be Lyle or Norman since they worked on ad-hoc.

Randy talks about time frame (originally Dec. 31 and brought to subcommittee after responses compiled by ad-hoc for February meeting).. getting feedback back then could be bad timing since we have elections in February. Suggests Secretary should be point of accountability to facilities.

Linda says, regarding time frame, she wants to get on this sooner than later, not after holidays.

Lyle agrees with early timeline and is willing to email questionnaires to facilities.

November 15 deadline date is set for subcommittee questionnaire. Voted on (8-1-1).

Agree to have questionnaire emailed to Area secretary before ASC.

Norman suggests panel coordinators send a heads up to facilities about questionnaire coming from Secretary.

Panel Coordinators will send points of contact for facilities to Secretary.

Bill says putting your name out to someone you haven’t seen in while is a good thing. Any contact with someone is a good thing, may be appreciated to open discussion and build from that.

Mike says it's a good thing. But sometimes we don't get responses for months from facilities. Lyle says we can move things along and tackle facility responses as they arrive if they come later than deadline.

**OLD BUSINESS**

None.

**ELECTIONS**

Panel Coordinator duties read by Chair.

**NRJDC** - No nominations.

**RSW** - No nominations.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

None

**No Facility Scheduling For October 2020**

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|---|--|
| <b>NRADC Women 3<sup>rd</sup> Wednesday – 7:30pm</b>                                    |  |
|   |  |
| <b>NRADC Men 2<sup>nd</sup> &amp; 4<sup>th</sup> Wednesday – 7:30pm</b>                 |  |
|   |  |
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| <b>Community Corrections Women: 3<sup>rd</sup> &amp; 4<sup>th</sup> Monday – 7:00pm</b> |  |
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| <b>NRJDC Tuesday – 6pm</b>  |  |
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| <b>Behavioral Health Thursday – 6pm</b>                                |  |
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| <b>RSW Men 3<sup>rd</sup> Thursday – 7:15pm</b>                        |  |
|  |  |
| <b>RSW Women 1<sup>st</sup> &amp; 3<sup>rd</sup> Thursday – 7:15pm</b> |  |
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**Motion to close by Lyle R. Seconded by Jack T. Closed with serenity prayer.**

*Next H&I Subcommittee Meeting:* November 2nd, 2020 at 7:00 PM via Zoom

*Next H&I Handbook Study:* December 7th, 2020 at 6:00 PM via Zoom

**Minutes from Handbook Study on October 5th 2020**

Started on pg 38 with section “Short Term Facilities”

Read section “Long Term Facilities”

*Minutes were e-mailed to each member with email address as listed on distribution below:*

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**BHU** – Behavioral Health Unit

**NRJDC** – Juvenile Detention Center

**NRADC** – Northwestern Regional Adult Detention Center

**RSW** – Rappannock Shenandoah Warren Detention Center