



Hospitals & Institutions
Subcommittee Minutes
November 3, 2025

Call to Order by Stephen P. @ 7:00pm

Moment of Silence: Who WE Serve

- **Reading of the 12 Traditions:** Read by **Thomas S.**
- **Reading of the 12 Concepts:** Read by **Jess K.**

Members in Attendance (11): Amanda S., Cat Bell, Danny M., Elena P., Johnny C., Kim S., Murphy P., Randy D., Shirley J., Stephen P., Steve H.

Members made Inactive (3): Geanita S., Mike K., Shane S.

New Attendees (4): Ellison J., Thomas S., Turner R., Jamal ****Welcome!****

Motion to approve previous month's minutes by Steve H., 2nd by Thomas S.

In Favor (8); Opposed (0); Abstains (0); **Motion Passes**

Trusted Servant Reports

- **Chair** (Stephen P. - Written) *Hey Family, all is well. I upheld both my commitments this month. I do have one issue with the stamps. They were sent to my old address so I had to reorder them, which is no biggie but should have them by next month. Totally my fault. I should've been more aware. I would like you guys to start thinking about the Learning Day we put on yearly and see the thoughts on this. Thank you for allowing me to be of service. Sincerely Yours, Stephen P. H&I Chair*
- **Vice-Chair** (Randy D. - Written) *Hello H&I, I was able to make my commitments at the NWRADC. I had forgot about my commitment to the JDC. The NWRADC was on lock down. I did reach the new programs coordinator at NWRADC (Mr. Schneider) and gave him new literature. We need to let him know when we have people that need an orientation. I passed this info on to Steve H. I also gave Mr. Schneider a box for Community Corrections literature. We wrote NA on the top. He is supposed to let Steve H. know where the women volunteers can find the box. We need a Basic Text in English & Spanish and It Works How & Why to put in that box. I understand that the JDC is suspended until further notice. I am available for NWRADC on the 26th. WATTS I can go on the 7th. I attended Regional Service Conference last month. Grateful to be of service.
Randy D. Vice Chair H&I*
- **Secretary** (Cat Bell – Verbal) *Hello family. I held my commitment to the BHU and Women's Correctional Facility this past month. I supplied the literature chair with the literature I had in stock and will provide the remaining items in a few weeks after I receive the new order from WSO. I also attended the Regional Service Conference and was acclimated as the new Public Relations chair. Thank you for letting me serve. Cat Bell*

- **Literature Coordinator** (Danny M. – Verbal) *I just received the literature that Cat Bell had. I do have one outstanding literature order, and I will get that to that person in the next week or so. I was committed to going into NWADC the 4th week (22nd) last month, I forgot and I was on my way there when I found out there were on lockdown. I am available for the 4th week this month.*
- **NRADC Panel Coordinator** (Steve H. - Written) *Hey family, I fulfilled my commitment on 10/23 this month. Also tried to fulfill my commitment to JDC. However, I had been informed that there are no more meetings until further notice. On 10/8, Steve H., Stephen P., and Peyton C. showed up to take a meeting into NRADC. However, no one signed up and we left. On 10/15, Cat Bell & Kim S. fulfilled their commitment to Community Corrections. On 10/22, Danny M. and Randy D. showed up to take a meeting into NRADC and the facility was on lockdown. I have made a couple efforts to get in touch with Officer Schneider. Randy D. told me the best time to go is early morning with my work schedule I have a hard time going in person. I will make an effort this week to go there this Friday. As always, looking for people to get involved to carry the message. In Loving Service, Steve H.*
- **JDC Panel Coordinator** (Peyton C. – Written - Absent) *Hi family, I hope all is well. I will not be in attendance tonight as I'm going to a celebration! My report is as follows. Sadly, we were unable to get a meeting into the facility this month. On Tuesday, 10/14, Stephen P., Kim S. and myself were scheduled. Kim S. informed me earlier that day she was sick and I had an emergency that evening. I called and let the JDC know there wouldn't be a meeting and that we would bring a meeting in 10/21. On Tuesday, 10/21, Pedro from the facility reached out to me regarding the Post D program. He informed me that going forward there is no Post D program as there aren't any sentenced Post D residents and other residents are Spanish speaking. He said as of this time he would let me know once the program has at least one resident again. I also spoke with him today 11/3 to get an update prior to our subcommittee meeting. Pedro informed me there is a potential resident coming after they complete a Post D assessment as they were sentenced today. I asked if he advised volunteer scheduling for November. He stated that even with the potential resident coming in they wouldn't begin the program until the end of the month. I currently have not reached out to volunteers for scheduling based on this information. If the body would like to proceed with scheduling, please reach out to me via call or text @ 804-302-3024 with the date they can volunteer. The dates are 11/11/25 and 11/25/25. As always thank you for allowing me to serve. I hope this is a brief period as I know the importance to the residents and gratitude the JDC brings our volunteers. ILS, Peyton C.*
- **BHU Panel Coordinator** (Amber R. – Written - Absent) *Hi family. I was able to fulfill all of my commitments this month. We were able to take a meeting into the BHU every week this month. October 9th and 16th Murphy P. and Amber R. took a meeting in. October 23rd Cat Bell and Steve H. took a meeting in. October 30th Peyton C., Stephen P., and Amber R. took a meeting in and had a great meeting. Literature will be restocked after area. Thank you for allowing me to be of service, Amber R.*
- **RSWDC Panel Coordinator** (N/A)
- **WATTS Panel Coordinator** (Johnny C. – Written) *Hi y'all. We are all set to go to WATTS starting this Friday, November 7th. The meeting time will be from 8pm-9pm and we should arrive a couple of minute early to setup. The format will remain the same as last year. Our commitment is at least 2 meetings a month with a goal to go every week. If we do not have volunteers for*

11/28, we will still be fulfilling the commitment. I will be out of town on 11/28, so we will need at least two volunteers if we are going to make it happen. Thank you ILS, Johnny

○ *Shirley J: How do we sign up?*

▪ *Randy D: Let the WATTS coordinator know (Johnny C.). You must have 6 months clean time to go with someone that has 1 year. We always go in pairs.*

NA H&I Handbook Review

- Read paragraph under **Long-Term Facilities** on page 40, paragraph 1

Open Forum (10 minutes)

- Randy D. – Learning Day is every year in January. We do have a format to follow. We just have to pick a venue, and it will come out of our budget. We do have an outline of what we will do for that day. So, we can just brainstorm. Stephen P. & I can get together and put together a rough draft. You can also go to www.na.org and look up Learning Days. There is a lot of experience on the web. NA is thick with reading; it tells you where to go and how to find it. NA has this WhatsApp program for delegates and there is a lot of people that respond to questions. We have sister areas like Almost Heaven, BRANA, etc. that have H&I too. Every prison in OH has tablets that can listen to speakers and World Conferences are streamed online as well.
- Stephen P. – What do you all want to do about Zoom? I don't think it's going to happen at ASC level. Has there been any discussion with Adams Nelson about using their equipment? Yes, they are on board with it. We cannot pay electronically because we are not renters. We did have a bounced check because of everything that happened with the ASC treasurer account. ASC paid the \$10 overdraft fee. Did the \$10 come out of H&I budget? Stephen P. will find out. Danny M: Did that bounced check affect our relationship with Adams Nelson? Stephen P: No. They just want us to pay by check or cashier's check. Johnny C. Will Zoom be a specific position? Stephen P. We could just figure it out. Randy D. Would this be a personal or business account? Stephen P: Business. How much is that? \$18.33/mo with 3 month payment or \$21.99/mo monthly. 300 participants. Steve H. Maybe we should try it out and see how it works. Danny M. that would be a motion under New Business.

• Old Business

- Public Relations Presentation
 - No Update as there was no PR meeting this past month
 - Randy D. will talk to Wendy D. to schedule a presentation for NRADC. Randy D. will draft up a letter for what we want in a presentation and bring it to the subcommittee next month.
- Google Drive for H&I
 - Google drives are attached to Google email addresses and since we do not have Google email addresses (shevana.org email addresses) for the different positions and subcommittees, we do not have this option. Cat Bell will bring this up at ASC as a suggestion to keep all documentation available.

- **Elections**
 - None
- **New Business**
 - Zoom: Motion to create a Zoom account ASAP. Danny M., 2nd by Steve H.
 - Intent: To be more inclusive for the subcommittee to the fellowship of NA
 - \$18.33/mo paying yearly is \$219.96 or \$54.99/mo monthly
 - Danny M: We do it for 3 months and then revisit it
 - Steve H: Who is going to facilitate it?
 1. Laptop or Phone: Setup with Adams Nelson

- **Facility Scheduling**

BHU (*Meets every Thursday @ 5:45pm*) **Phone Number to Call Upon Arrival: 540-536-8140**

- 11/6: Shirley J. & Amanda S.
- 11/13: Amber R. & Murphy P.
- 11/20: Amber R. & Murphy P.
- 11/27: Steve H. & Cat Bell

JDC (*Meets every other Tuesday @ 6:30pm*)

- Not meeting at this time

NRADC (*Men meet 2nd & 4th Wed; Women meet 3rd Wed*)

- 11/12: Stephen P., Steve H. & Peyton C.
- 11/26: Danny M. & Randy D.

WATTS (*Every Friday @ 8pm*)

- 11/7: Kim S. & Randy D. @ Stephens City UMC
- 11/14: Amber R. & Johnny C. @ Market Street UMC
- 11/21: Amber R. & Johnny C. @ Fairview Church in Stephens City
- 11/28: No volunteers as of yet

NOTE: *If you have contact with someone while they are incarcerated or sponsor that person, you cannot take a meeting into that facility while they are there*

- **Announcements** by Cat Bell (See www.shevana.org for more information)
 - 11/8 Cat Bell 4y @ Experience, Strength & Hope
 - 11/11 Shirley J. 2y @ Eyes To The Sky
 - 11/15 Sam S. 1y @ Fire, Faith & Fellowship
 - 11/30 Steve H. 4y @ NOANDA
 - Central Atlantic Regional Subcommittees
 - 10am-12pm on 3rd Saturday in Nov

- Zoom Meeting ID: 850 6216 7488
 - 1/23/26-1/25/26 42nd AVCNA in Roanoke, VA
- *The next **H&I Subcommittee Meeting** will be held on Monday, December 1, 2025, at 7pm in the rear of The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601*
- *The next **H&I Handbook Study** will be held on Monday, December 1, 2025, at 6pm in the rear of The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601*
 - *Page 57 **H&I Meetings/Presentations Were No Area Service Committee Or H&I Subcommittee Exists***
 - *Area H&I Guidelines*
 - *Page 10 **E. Panel Coordinator #4***
 - ***NOTE:** Review clean time requirements for different facilities*
- **Motion to Close** by Danny M.; 2nd by Randy D.
In Favor (14); Opposed (0); Abstains (0); **Motion Passes**

Meeting was closed with the Serenity Prayer