



Hospitals & Institutions
Subcommittee Minutes
May 4, 2026

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

Moment of Silence: Who WE Serve

- 🎬 Reading of the 12 Traditions: Read by Campbell N
- 🎬 Reading of the 12 Concepts: Read by Kenny M

Members in Attendance (23): Norman C, Danny M, Kurtz, Kim S, Sam N, Amanda S, Shirley J, Steve H, Randy D, Ralph I, Dick H, Jamel E, Stephen P, Mike H, Kenny M, Campbell N, Murphy P, Peyton C, Jamie G, Chris T, Amber R, Turner R, Connie B

Members made Inactive (0): None

New Attendees (4): Ralph I, Dick H, Jamie G, Chris T, Connie B ****Welcome!****

Motion to approve previous month's minutes by Mike H, 2nd by Murphy P In Favor (8); Opposed (0); Abstains (12); **Motion tabled until next month**

Trusted Servant Reports

- 🎬 Chair (Stephen P. - Written) All is well. I did go to the volunteer dinner. I had a chance to speak to Schneider twice. We are trying to get into community corrections. He hears us and knows there is a communication error. More will be revealed. ILS Stephen P
- 🎬 Vice-Chair (Peyton C. - Written) Good evening family, I hope everyone had a good month. My vice chair report is as follows. Regarding my commitments On April 21st I went to the JDC. I was the only volunteer present as the other volunteer had the wrong date. So a meeting was not taken into the facility. On April 22nd I was scheduled to go into the NRADC and completely forgot. I reached out to the other volunteer Danny M to apologize and was informed it slipped his schedule also. Going forward with my report I ordered the laptop, camera and usb splitter as voted on by the committee. It came in and is here with us today for this subcommittee meeting. The total cost of these items is \$108.86 and I will attach receipts. That concludes my report. Thank you all for allowing me to serve and thank you all for your service! ILS Peyton C.
- 🎬 Secretary (Amber R. – Written) Hi Family, I was able to fulfill my commitments this month at the BHU. I added edits to the guidelines and emailed them out. I will print some copies to bring to the handbook study next month. In loving service, Amber R
- 🎬 Literature Coordinator (Kim S. – Written) Hi Family-

I took a preliminary inventory of the literature at the JDC, including the Spanish-language materials, w/ a more thorough one to be completed in the near future. This week I plan to give Murphy P., the JDC Coordinator, what I have on hand & order what is needed for the JDC & other facilities. H&I Chair,

Stephen P., agreed to bring the order form to this month's Area mtg for me.

In April, I kept my meeting commitments to the JDC & Community Corrections with Stephen P. & Cat B.H. respectively.

If any coordinators have literature needs, please reach out

Thank you for allowing me to serve. Kim S

🗨️ Randy D: Did we get literature at the last area service committee?

🗨️ Kim S: No, I decided that money would just be for the computer.

🗨️ NRADC Panel Coordinator (Steve H. - Written) Hey Family,

On 4/8 Steve H and Randy D were not able to attend the NRADC. No meeting. On 4/15 Cat Bell and Kim S were able to bring a meeting into community corrections. On 4/22 Peyton C and Danny M were unable to attend, no meeting was brought.

I was able to fulfill my commitment to the BHU with Murphy. I was not able to fulfill my commitment because of a communication mix up on my part. I attended the appreciation dinner at handcuff cafe on April 23, 2026 and spoke personally with officer Schneider. We talked for over 25-30 minutes and have all of the contact info and have established an email. He expressed to me that NRADC is sometimes short staffed and that means administrative lockdown. He says he will talk with staff and get the attendance list to pods and relay messages to the concerns, however it is still up to the officers on duty. He assured me it is not us or anyone for the reasons we are not let in and it is a relief to hear that we are much appreciated for all of our efforts. I will have to get the schedule together. In loving service, Steve H

🗨️ JDC Panel Coordinator (Murphy P. – Written) Evening H&I, I fulfilled my commitments to the BHU on April 2nd and 30th. On 4/14 Kim and Stephen P took a meeting at the JDC. On 4/21 we didn't bring a meeting in. Only one volunteer showed up. On 4/28 Randy D and Danny M took a meeting in. They had 5 males in attendance and had a great meeting. Also I need to reach out to Susie and see when orientation is. ILS Murphy P

🗨️ Peyton: normally they give the schedule for orientation in june/july so if you havent gotten it yet dont worry

🗨️ BHU Panel Coordinator (Mike H. – Written) This month started early with a meeting before the H & I subcommittee meeting. 4/2 I had Amber and Kayla scheduled, but Kayla had to work and Murphy took her place. They had a small group and took in literature for me. All went well. 4/9 Murphy and Stephen had 3 people that all participated. 4/16 Amber and Kayla started with 4, but ended with 1 really interested in recovery. 4/23 Kayla and Mike. Kayla was unable to go, but I went. Small meeting, but good. 4/30 Cat and Steve. Cat was unable to attend, Murphy was able to fill the spot with Steve and they had 7 to 8 attendees. Thank you for allowing me to serve. Michael H.

🗨️ RSWDC Panel Coordinator (N/A)

🎬 WATTS Panel Coordinator (Randy D. – Verbal) I did go to the volunteer dinner. I did not go to the NRADC because we forgot. I did go to the JDC. I did some homework about finding out the learning day. I got some info we can use for the new learning day. I did attend PR, they are waiting to see what we want to do. ILS Randy D

🎬 Ralph I: What is watts?

🎬 Randy D: annual things for churches to take in the homeless. Starts in November 8-9 pm we volunteer to go in. They can't leave that night that's why we take them a meeting. It goes from November to the end of March every Friday.

NA H&I Handbook Review

🎬 Read paragraph under Do's and Don'ts for H&I work in correctional facilities on page 41, Meeting Guidelines

Open Forum (10 minutes)

🎬 Stephen P: Why did we go into that facility by ourselves when we were not supposed to?

🎬 Mike H: because they asked if we could still come in

🎬 Stephen P: just to clarify we don't do that, it's not in the guidelines

🎬 Randy D: Once we went over the guidelines we had stopped doing that. In all our places we send 2 people. We had not followed that in the past but we are following that policy now. I've been at the jail and if someone didn't show I just turn around and leave

🎬 Jamie G: What's the big deal about?

🎬 Randy D: guidelines

🎬 Dick H. you've gotta have 2 people to protect your accountability

🎬 Randy D: one time we went in solely because we were so thinned out we didn't have enough people to go in but now we have enough people to make sure we follow the guidelines

🎬 Stephen P: I was doing what I was taught to do which is to make sure we are following the guidelines. I'm not beating up Mike

🎬 Mike H: I made a mistake

🎬 Sam N: question regarding H&I guidelines. How does one propose a change?

🎬 Stephen : come in and propose a motion

🎬 Sam: I would like to revisit the requirement for active membership status. To be more inclusive I think it would be good to change the 2 meetings in a row. Once every 6 months is good but the 2 in a row is hard when you have a busy schedule. I would like to be back in the BHU and see what the status of my application for the Jail is.

🎬 Danny: I mean that has been a policy for at least 10 years and the reason behind that policy is we have a lot of problems with people who hadn't been coming to H& I going into places and not knowing what is going on with H&I. I would definitely lean toward there's a good reason that

policy is in place

Stephen: if you can show up all you have to do is send a message you don't have to make it.
As long as you come to 2 in a row you are a member

Ralph I: How long do you have to be off probation?

Stephen P: to go into what? Jail is 2 years.

Randy D: the application is written that it is on a case by case basis

Peyton C: I dont think theres any actual guidelines with the jail

Jamel E: 1-3 years

Randy D: the same application they use for AA is what they use for Na

Jamie G: can you be a fellow

Randy D: oh yeah

Old Business

Laptop/Camera

Stephen P: Check, we got them!

Elections

None

New Business

Learning Day: June 13 Market Street

Randy D: Went over an agenda from a previous learning day. I think we had poster boards set up in the storage unit i dont know if they are still there. Do we want to continue with this date bc it is short notice?

Mike: With the fact in mind we can't answer the question about how long it takes to go in. I think we need to delay it a bit.

Stephen: if we push it til august we should have time

Randy: I can check with the library if we want to push it off

Stephen: What about August 15th?

Mike: Any other events that month?

Randy D: Regional is the 15th

Stephen: If we need to do it we need to do it. I don't go to regional.

Randy: The chair should go to regional

Amber R: motions for learning day to be August 15th

Ralph I: 2nd

Abstain: 5

No: 2

Yes: 17

Motion passes

Norman C: doing it on the same date as regional and making people choose between two events makes no sense

🗨️ Mike H: Most of the people we are looking for have not been in service yet. If you are going to regional you are already involved in service. We want the ones who know nothing to come to our event

🗨️ Randy D: Do we want to check with both facilities? The library is \$5. How much is market st?

🗨️ Stephen P: \$75

🗨️ Randy D: Lets copy and paste what we had to the new date

🗨️ Amber R: 11-4 june 13th is what we had planned before

🗨️ Stephen P: We need people to build the agenda. Randy, would you like to do that?

🗨️ Randy: Peyton, would you do it?

🗨️ Peyton C: sure I'll just copy this old template

🗨️ Turner R: can a non voting member offer to volunteer? I would love to help and to help find speakers

🗨️ Danny M: So when you're saying we're looking for speakers we need to be clear on what we are seeking from these speakers.

🗨️ Peyton C: just to piggyback this inst like a speaker seeking from homegroups. This is about finding people who have been around and can share how it works. I don't think one person should come up with an agenda but should be a group effort

🗨️ Randy D: We should have opening remarks from Stephen and then find a speaker to explain what H&I is. Then a panel coordinator. Then you have to break our time slots. We have certain meeting formats for different facilities. Jail has men and women. JDC can be coed. Then you go with a break and then turn over to PR to let them do their thing

🗨️ Stephen P: H&I and PR haven't been meshing lately. How do we get in with them?

🗨️ Randy D: They have a meeting every month. Just show up

🗨️ Stephen P: We have invited them here and they haven't shown up.

🗨️ Peyton C: reimbursements for laptop I sent receipt with my report. \$108.86

🗨️ Randy D: Are we sure it works?

🗨️ Stephen P: I haven't tried it

🗨️ Randy D: Do you need that reimbursement tonight?

🗨️ Peyton C: not necessarily

🗨️ Mike H: I think we need some volunteers from the committee to talk about how we do it here

🗨️ Randy D: Kevin Adams started it. Linda and I came in right when it started

🗨️ Stephen P: Randy, would you be willing?

🗨️ Randy D: sure, and you may be able to get Bill M and Linda as well

🗨️ Kenny M: I think randy would do a good job I vote for randy

🗨️ Stephen P: How about food?

🗨️ Mike H: people were eating pizza the whole time last time

🗨️ Peyton C: if we go out to lunch nobody's coming back

🗨️ Kenny M: potluck where all H&I members bring dishes

🗨️ Danny M: I heard you talking about food, but do we have a budget for this? If you are going to feed everybody that is expensive

🗨️ Stephen P: last year was \$200 and we got that much pizza

🎬 Ralph I: I can cook, how many people do we need to feed?

🎬 Stephen P: last year was about 50. We need to come up with a menu. What we set up we need to clean up. Ralph you are going to do food Peyton do itinerary Randy will be one of the speakers.

General Outline for Learning Day:

What is H&I

Sharing a clear message

Panel coordinators

PR presentations

Facility dos and don'ts

H&I speaker

Skits

Questions and answers

🎬 Randy D: you can take some of that out and modify it

🎬 Peyton C: I personally think one speaker from H&I can cover us and then PR have one speaker

🎬 Mike H: I do think we need to keep it clear and concise. Randy, you have knowledge of every panel and position if you could be the speaker. Do the speaker before the food so people don't fall out.

🎬 Kurtz: couple thoughts on learning day. I went to a learning day chili cook off the thing I remember most was skit of what not to do. It was hilarious. I was thinking about when Mike was talking about keeping them engaged in a q&a panel or they split off into what you are interested in BHU or specific facilities. The speaker jam in Hagerstown had 2 speakers 20 minutes a piece and then 20 minutes for food then closed the food so people got back in their seats. Just ideas from experience.

🎬 Peyton C: corkboards in storage. When is the last time anyone has been in the storage room? Is there a way to get in there?

🎬 Stephen P: Mercedes or Meridith can get us in

Our Learning Day plan so far:

Stephen opens. Randy speaks about H&I from the beginning. Mike shares a clear H&I message. Skit Ralph cooks food.

🎬 Danny M: is anyone going to reach out to Linda

🎬 Shirley J: I will reach out to Linda and see if she could participate

🎬 Randy D: Now we just need a venue and flyer

🎬 Stephen P: I can do the flyer. Market street for the venue.

📺 Facility Scheduling

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

- 📺 5/7: Peyton C & Jamel E
- 📺 5/14: Shirley J & Amber R
- 📺 5/21: Kayla W & Murphy P
- 📺 5/28: Steve H & Campbell N

JDC (Meets 2nd & 4th Tuesday (Possibly every Tuesday) @ 6:30pm)

- 📺 5/12: Kim S & Randy D
- 📺 5/26: Danny M & Steve H

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

- 📺 5/13: Peyton C & Stephen P
- 📺 5/20: Cat Bell & Kim S
- 📺 5/27: Danny M, Mike H, & Steve H

WATTS (Every Friday @ 8pm)

- 📺 Will resume in November

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 (See www.shevana.org for more information)

- 📺 6/25-6/28: NA white water rafting trip
- 📺 5/6 Chris P 3y @ Last Connection
- 📺 5/15 AJay C 1y @ Midday
- 📺 5/16 Nichole S 15y @ Experience, Strength, Hope
- 📺 5/16 Literature Subcommittee virtual @ 5pm
- 📺 5/18 Outreach Subcommittee @ 6pm 809 N Loudon St
- 📺 5/25 PR @ 7pm 5488 Main St Stephens City
- 📺 6/7 David T 21y @ NOANDA
- 📺 6/5 Kenny D 38y @ Save Uranus

📺 The next H&I Hybrid Subcommittee Meeting will be held on Monday, June 1, 2026, at 7pm 📺 In person: rear of The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601 📺 Zoom ID: 747 6277 3711 Passcode: Recovery

📺 The next H&I Hybrid Handbook Study will be held on Monday, June 1, 2026, at 6pm 📺 In person: rear of The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601 📺 Zoom ID: 747 6277 3711 Passcode: Recovery

- 📺 Page 60 WSC H&I Committee 1995-1996 Internal Guidelines
- 📺 Area H&I Guidelines
 - 📺 Review changes

🏛️ Motion to Close by Amber R; 2nd by Murphy P
In Favor (23); Opposed (0); Abstains (0); **Motion Passes**
Meeting was closed with the Serenity Prayer