

**Policies & Procedures  
Greater London Area  
Hospitals & Institutions  
Sub-Committee**

**Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures  
Revised April 2019**

**Table of Contents**

1.0 Overview .....	3
1.1 The institutions we serve: .....	3
1.2 Service in H&I.....	3
2.0 H&I Monthly Meeting .....	4
2.1 How to Join .....	4
2.2 H&I Subcommittee Meeting Format.....	4
3.0 Getting Setup.....	6
3.1 Non-Fraternization Policy for all facilities .....	6
3.2 At the Centre of Hope Withdrawal Management (Detox), Parkwood Institute Mental Health Centre (PIMHC).....	6
3.3 General Guidelines Used by the Jails .....	6
3.31 CPIC.....	6
3.4 At the EMDC .....	7
3.5 At Sarnia Jail.....	7
3.6 Stratford Jail.....	8
4.0 Scheduling Members for Meetings.....	8
4.1 For all facilities .....	8
5.0 Literature for H&I Facilities .....	9
5.1 Pamphlets On-hand .....	9
5.2 Storage Locations.....	9
5.2.1 EMDC Male Unit.....	9
5.2.2 EMDC Female Unit .....	9
5.2.3 Sarnia Jail .....	9
5.2.4 Centre of Hope Withdrawal Management (Detox) .....	10
5.2.6 Parkwood Institute Mental Health Centre .....	10
5.2.7 Stratford Jail .....	10
6.0 Meeting Formats .....	10

**Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures  
Revised April 2019**

6.1 Correctional Facilities Meeting Format.....	10
6.2 Parkwood Institute Mental Health Centre Meeting Format .....	11
6.3 Centre of Hope Withdrawal Management (Detox) Meeting Format .....	12
7.0 Voting .....	12
8.0 Motions .....	13
9.0 Clean time requirements .....	13
9.1 Facilitating Meetings at an Institution .....	13
10.0 Positions .....	13
10.1 Position Clean Time Requirements.....	13
10.2 Position Holders .....	14
10.3 Position Descriptions.....	14
10.3.1 H&I Chairperson: .....	14
10.3.2 H & I Alternate Chair: .....	15
10.3.3 Secretary: .....	15
10.3.4 Alternate Secretary: .....	15
10.3.5 E.M.D.C Male Scheduler .....	15
10.3.6 E.M.D.C. Female Scheduler .....	16
10.3.7 Sarnia Jail Scheduler .....	16
10.3.8 Stratford Jail Scheduler.....	17
10.3.9 Withdrawal Management Scheduler .....	17
10.3.10 Parkwood Institute Mental Health Centre Scheduler .....	17
10.3.11 H & I Policies and Procedures Manual Administrator .....	18
11.0 Facility Contact Information .....	18
11.1 EMDC.....	18
11.2 Sarnia Jail .....	18
11.3 Centre of Hope Withdrawal Management (Detox) .....	18
11.4 Parkwood Institute Mental Health Centre .....	18
11.5 Stratford Jail.....	19

# Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

## 1.0 Overview

The Greater London Area Hospitals & Institutions Sub-Committee (H&I) serves to carry the message of recovery to those who cannot get to regular meetings. For examples: hospitals, jails, recovery houses, treatment facilities, etc.

This sub-committee attempts to make NA available to any addict seeking recovery from addiction by mutual co-operation with these facilities, by facilitating meetings, arranging forums, making literature available, and maintaining contacts in these places.

Since many of these meetings cannot function within the 12 Traditions of NA, this committee will operate in accordance with the 12 Concepts, current edition of the H&I Handbook from NA World, and is accountable to the Greater London Area Service Committee (GLASC).

**H&I's on [www.glana.ca](http://www.glana.ca)**

You may refer to the H&I webpage on <http://www.glana.ca> for additional information. Click on "**Area – GLASC**", "**Subcommittees**", and "**Hospitals and Institutions**". Our Policies and Procedures Manual can be found there.

### 1.1 *The institutions we serve:*

- Elgin-Middlesex Detention Centre (EMDC) 711 Exeter Road London, Ontario, N6E 1L3
  - Womens meetings: Thursdays at 5:45PM
  - Mens Meetings: Wednesdays at 5:45PM
- Centre of Hope Withdrawal Management (Detox) 281 Wellington Street London, Ontario, N6B 2L4
  - Saturdays at 7PM
- Sarnia Jail 700 N Christina Sarnia, Ontario N7V 3C2
  - Thursdays at 5:30PM
- The Parkwood Institute Mental Health Centre Mental Health Care Building 550 Wellington Road London, Ontario N6C 0A7
  - Thursdays at 6:30PM
- Stratford Jail 30 St Andrew St, Stratford, ON N5A 1A3
  - 2<sup>nd</sup> & 4<sup>th</sup> Saturdays, 2PM

### 1.2 *Service in H&I*

H&I are always looking for new members to carry the NA message and to provide their own stories of courage, strength and hope to the suffering addict. Refer to "How to Join" on the next page below. Anyone can join the sub-committee but to be elected in to a subcommittee position, or to facilitate meetings at the Jails or Centre of Hope Withdrawal Management (Detox) or Parkwood Institute Mental Health, you must meet the clean time requirements for those positions and facilities (see page 13 for details)

In order to carry a clear message of NA recovery, **complete abstinence from all drugs, including drug replacement programs, is a must.**

# Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

## 2.0 H&I Monthly Meeting

The H&I subcommittee meets the **4th Sunday of every month at 1:00 P.M.** at 268 Grosvenor St. Saint Joseph Hospital (Cheapside entrance) Plunket Room, London, Ontario It is important for every member to attend in order to best represent H&I Group Conscience and in order for everyone to be informed about anything affecting the facilities or the meetings in those facilities.

### 2.1 How to Join

You can join H&I in the following ways:

- Attend the monthly meeting and participate as a voting member
- Stand for a position within the sub-committee
- Facilitate NA meetings at the Centre of Hope Withdrawal Management (Detox), EMDC (jail), Parkwood Institute Mental Health Centre, Sarnia Jail or Stratford Jail, follow the procedure "Getting Setup" on page 6

### 2.2 H&I Subcommittee Meeting Format

#### H AND I SUBCOMMITTEE MEETING FORMAT

Hello everyone I am an addict and my name is \_\_\_\_\_. We would like to welcome everyone to the monthly subcommittee meeting of H and I. The purpose of the H&I subcommittee is to assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life.

Could we please have a moment of silence followed by the "we" version of the serenity prayer? Can we have that moment now please?

Could someone please read the 12 Traditions of N.A.?

Could someone please read the service prayer?

To help our secretary with attendance can we please go around the room and have everyone introduce themselves, first name and initial of last name?

We welcome any new members. Are there any new members here today? *If so, remind them of the non-drug replacement policy. Do you meet these requirements?*

Hospitals & Institutions Meetings are intended to simply introduce those attending to some of the basics of the N.A. Program. An H&I meeting provides the first exposure to recovery in Narcotics Anonymous for many addicts, so it is imperative we carry a clear and consistent message of narcotics anonymous. Our message is that any addict can stop using drugs, lose the desire to use and find a new way to live. Our message is hope and the promise of freedom.

#### OUR INTENT

- To ensure we are carrying an N.A. message, and not that of any other 12 Step Program
- To ensure we project a positive image of our fellowship
- To remind members that often we are the first exposure to Narcotics Anonymous for many of those in attendance and that our goal is to have them continue their recovery in N.A.
- To ensure that H&I meeting formats are being followed

# Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures

## Revised April 2019

### QUORUM

- Show of hands of all voting members present? Secretary to record number.
- Quorum is determined by taking 2/3 of the average number of members present for the last 3 months.
- To be a voting member you must attend two consecutive H&I monthly meetings, hold an elected position on this committee or have been actively participating in institutionally held meetings in the last six months.

### MINUTES

- Secretary reads the minutes of the previous meeting

### HANDOUTS

- New Business Sheet
- Motion Log
- Member Contact list

### CHAIR SUB-COMMITTEE REPORT

- Chairperson to report any relevant AREA updates (*and AREA report if applicable*), budget expenditures, including literature disbursements and any literature donations

### SCHEDULERS REPORTS

- Elgin-Middlesex Detention Centre - Females
- Elgin-Middlesex Detention Centre - Males
- Withdraw Management Centre
- Regional Mental Health Care London
- Sarnia Jail
- Stratford Jail

### OLD BUSINESS

- Address any outstanding items from previous meetings (from the minutes).

### NEW BUSINESS

- Address any questions or items added to the New Business Sheet
- Address any motions on the Motion Log

### ELECTIONS

- Are there any positions available?
- Read the description of any positions available
- Would anyone like to stand for this position or nominate another member?
  - Service resume
  - Questions for the nominated member

## Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

- Vote (the nominated member leaves the room)

### NEXT MEETING

- Announce the date of the next meeting

### LITERATURE DISBURSEMENT

- The Chair to hand out literature to all schedulers if applicable

### CLOSE MEETING

- Close with a circle and the “we” version of serenity prayer

## 3.0 Getting Setup

### ***3.1 Non-Fraternization Policy for all facilities***

- Trusted servants are not to give out their number or pursue an “intimate” relationship, including friendship on social media, sponsorship or romantic involvement for 1 year after a patient/inmate/client leaves the facility.

### ***3.2 At the Centre of Hope Withdrawal Management (Detox), Parkwood Institute Mental Health Centre (PIMHC)***

1. Come to monthly H&I meeting and advise members of your intention.

### ***3.3 General Guidelines Used by the Jails***

Generally speaking, here are some of the guidelines the jails use to determine your eligibility to volunteer at their establishments.

At Sarnia Jail and E.M.D.C

- No police involvement for approximately 5 years
- Criminal record must not be overly long or violent (do not have to have a pardon)
- Not recognizable to any staff

At Stratford Jail

- No Criminal involvement for approximately 2 years
- Criminal record must not be overly violent

#### **3.31 CPIC**

A Canadian Police Information Centre (CPIC) is required for those interested in facilitating meetings at the jails only. Members are responsible to contact the facility to arrange for a discounted CPIC cost. A special form usually has to be filled out, contact the scheduler for more details. Each member will be reimbursed for any CPIC costs, provided that they give the H&I Chair the receipt.

The purpose of the CPIC check is to identify current summons/warrants/supervision conditions/driving offences and physical identifiers. **A criminal record does not necessarily prevent**

## Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

### you from volunteering at the jails.

A comprehensive background search is performed, which includes a query of the Police Service's local indices. This includes any police involvement the applicant has had with the local Police Service and the area where applicant has lived in the past 5 years. A query of the Royal Canadian Mounted Police National Repository for Criminal Records in Canada shall also be performed, including a query of the pardon files maintained by the Royal Canadian Mounted Police, to determine if the applicant has been convicted of, and been granted a pardon for any of the sexual offences listed in the schedule to the Criminal Records Act. This Police Records Check and Vulnerable Position Screening are based on photo identification only and therefore, are not confirmed by fingerprints.

**London:** [http://www.police.london.ca/Services/Background\\_Checks/PDFs/RC1-PDF.pdf](http://www.police.london.ca/Services/Background_Checks/PDFs/RC1-PDF.pdf)

**Sarnia:** [http://www.police.sarnia.on.ca/docs/Vulnerable\\_Sector.pdf](http://www.police.sarnia.on.ca/docs/Vulnerable_Sector.pdf)

**Stratford:** <https://www.policesolutions.ca/checks/services/stratford/register.php>

Print and then fill-out the CPIC form OR obtain a form from the Police station. You will need photo identification. Applicants must provide proof of residency. The fee for the CPIC is \$25.00 and will be reimbursed, provided that a receipt is submitted to the H&I sub-committee. Processing time will be up to 7 business days with certain seasonal peaks causing slightly longer delivery time.

### **3.4 At the EMDC**

1. Come to monthly H&I meeting and advise members of your intention. Provide the H&I Chair with your contact information and clean date. H&I Chair will provide this information with the appropriate facility that you wish to serve.
2. You will receive by mail your application package. Fill-out the Volunteer Application form.
3. Resubmit the package including the application form, 2 reference letters and your C.P.I.C to the institution.
4. **For the EMDC**, a letter from the EMDC and a voucher will be mailed to you, to cover the cost of your Police CPIC Records Check. Once received, contact the jail (per the contact information on the letter), to schedule your orientation and picture taking session. Attend this orientation as scheduled. The EMDC Volunteer Coordinator will call you when everything has been processed and your badge is at reception.

### **3.5 At Sarnia Jail**

1. Come to monthly H&I meeting and advise members of your intention. Provide the H&I Chair with your contact information and clean date. H&I Chair will provide this information with the appropriate facility that you wish to serve.
2. You will receive by mail your application package. Fill-out the Volunteer Application form.
3. Resubmit the package including the application form, 2 reference letters and your C.P.I.C to the institution.
4. **An interview with the Coordinator of Volunteer Services.** This will include a discussion of the specific job description you will be undertaking and some basic information about the role of

## Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

volunteers in corrections. This meeting is usually done off site. Please call me to schedule this meeting

5. **Reference checks.** Calls will be made to the individuals whose names you supply. They may be asked to write a letter of reference
6. **CPIC (Canadian Police Information Centre)** clearance dated within the past three months. This may take up to a month if a new application must be made. The cost is reimbursed if the original remains in the institution. You must apply in person at the police service closest to your place of residence. Having a record on file doesn't not necessarily prevent you from volunteering in the institution BUT there will be additional screening required
7. A brief follow up interview and the completion of a Volunteer Acknowledgement/Contract.
8. Taking the Volunteer's Oath of Confidentiality.

### 3.6 Stratford Jail

1. Come to monthly H&I meeting and advise members of your intention. Provide the H&I Chair with your contact information and clean date. H&I Chair will provide this information with the appropriate facility that you wish to serve.
2. You will receive by mail your application package. Fill-out the Volunteer Application form.
3. Resubmit the package including the application form, 2 reference letters and your C.P.I.C to the institution.
4. You will receive a call from the Operational Manager who will set up an interview
5. If you are a successful candidate you will have another appointment to have photo i.d. created at the jail

## 4.0 Scheduling Members for Meetings

### 4.1 For all facilities

All panel members to contact their corresponding scheduler and let them know the days they are available to facilitate a meeting at the facility they are involved with. The scheduler will contact those who were not present at the monthly H&I meeting to verify their availability. They will create the schedule using this information and will contact everyone to let them know their specific schedule.

Each scheduler will contact you 1-2 days before the meeting to confirm that you are still scheduled. New members attending any H&I facility shall be paired up with an experienced H&I member.

- If someone scheduled is unable to keep their commitment to do the meeting, it is their responsibility to find a replacement. If they are unable to find a replacement, they are to immediately contact the scheduler to arrange for a replacement.
- **No H&I member shall facilitate any H&I meeting alone, regardless of the circumstance.**
- For the EMDC, if you are unable to find a replacement, you are to immediately cancel the meeting by calling the EMDC Unit (**519-686-1922, x233 (female) x248 (male)**) and let the other person who was scheduled know about the cancellation. They are also to let the Scheduler know the meeting was cancelled and why.
- It is recommended you call the EMDC (**519-686-1922, x281**) before heading out for your scheduled meeting to ensure it has not been cancelled.

## 5.0 Literature for H&I Facilities

### 5.1 Pamphlets On-hand

Here is the list of pamphlets we make available to facilities that can be ordered by the schedulers/coordinators:

- Meeting List
- IP No. 1, Who, What, How, and Why
- IP No. 7, Am I an Addict?
- IP No. 8, Just for Today
- IP No. 11, Sponsorship
- IP No. 16, For the Newcomer
- IP No. 22, Welcome to Narcotics Anonymous
- IP No. 23, Staying Clean on the Outside
- The Little White Book
- Behind the Walls (jail only)
- Lifeline Newsletters

\*Literature for the jails must be soft cover and contain no staples

### 5.2 Storage Locations

#### 5.2.1 EMDC Male Unit

Pamphlets for inmates to take are stored in the filing cabinet located in each program room. The cabinets are not locked, so the inmates can help themselves at will. The meeting pre-amble is stored in the filing cabinet in the program room.

Basic Texts are stored on the library cart, however, returning the books is not enforced and as a result, many go missing. Reaching Out and the NA Way is subscribed to by the Volunteer Coordinator who makes both available on the library cart.

Soft cover texts and pamphlets can be brought into the facility and given to the reception guard with the Volunteer Coordinator's name on a sticky note stuck to the front.

**Note:** *Staples must be removed from all literature before bringing it in.*

#### 5.2.2 EMDC Female Unit

Pamphlets for the inmate attending H&I NA meetings are stored in a cabinet near the telephone jack in the meeting room. The cabinet door is labeled "NA" and must get unlocked by a guard. The meeting pre-amble is also stored in this cabinet. Basic Texts and Just for Today's are available for inmates to sign-out through the laundry staff on duty. This system ensures books are returned when inmates who signed them out are released. Reaching Out and the NA Way is subscribed to by the Volunteer Coordinator who makes them available in the class room in the main area.

Soft cover texts and pamphlets can be brought into the facility and given to the reception guard with the Volunteer Coordinator's name on a sticky note stuck to the front.

**Note:** *Staples must be removed from all literature before bringing it in.*

#### 5.2.3 Sarnia Jail

Pamphlets for inmates are stored in the filing cabinet in the programs room. Basic Texts are available

## **Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019**

for inmates on request through Jane Anema. This gives her a better handle of who has what in an attempt to ensure it is not taken out of the institution. Nonetheless, this could occur. Soft cover texts and pamphlets can be brought into the facility by mail to the attention of Jane Anema. Alternatively, it can be brought in by an H & I member but it may be more difficult and time-consuming to do so.

**Note:** *Staples must be removed from all literature before bringing it in.*

### **5.2.4 Centre of Hope Withdrawal Management (Detox)**

The meeting pre-amble is stored in the main office cupboard. Basic Texts are stored in the main office cupboard. Clients are able to sign out the literature, which will be returned before they leave the facility.

Soft or hard cover texts can be brought into the facility and given to anyone in the main office. Pamphlets and meeting lists can be put onto the slots in the hallway for that purpose. Any extras can be put with the pre-amble in the office.

### **5.2.6 Parkwood Institute Mental Health Centre**

The meeting pre-amble, basic texts, pamphlets and meeting lists for clients are stored in container in the locker located in the meeting room.

Soft or hard cover texts can be brought into the facility and should be cleared with the PIMHC coordinator for inventory purposes.

### **5.2.7 Stratford Jail**

Folder and pamphlets are on top of the cabinet in the meeting room. Basic Texts are in the locked cabinet

**Note:** *Staples must be removed from all literature before bringing it in.*

## **6.0 Meeting Formats**

### **6.1 Correctional Facilities Meeting Format**

We welcome everyone to the weekly Hospitals & Institutions meeting of Narcotics Anonymous. My name is, \_\_\_\_\_ and I am an addict.

The Hospitals and Institutions committee of Narcotics Anonymous serves addicts by bringing meetings to those who cannot get to regular meetings. We are pleased to bring you this meeting and we appreciate your attendance at it. This meeting, like regular meetings on the outside, begins with the Serenity Prayer, so may we please have a moment of silence followed by the “we” version of the Serenity Prayer.

We also use some of the regular Narcotics Anonymous readings to deepen our understanding of what NA is about. We ask you to read the reading you have when it is requested. To help with your own admission and to allow us to get to know you, we suggest you state your first name followed by the admission that you are an addict before doing your reading.

**Could someone please read?** Introduction, Who is an addict, What is the N.A. program, Why are we

## Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

here, The Sponsorship reading.

Meeting Lists and NA literature are available to take with you (point). At this meeting, we are to talk about recovery and avoid issues related to the administration of the facility.

**H&I chairperson and or panel member pick a couple of topics from the topic sheet.** We ask you to hold any questions you may have about Narcotics Anonymous until the end of the meeting at which time we will do our best to answer all your questions. Keeping that in mind... the topic(s) for today is/are, \_\_\_\_\_ **The H&I panel** will share on the topic(s) with the remaining time left; you will have a chance to share. We hope we can paint an attractive picture so that you come to meetings after your release.

We request that there be no crosstalk, which includes commenting on another person's sharing or having side conversations while someone is sharing. As H&I committee volunteers, we hope to bring you our experience, strength and hope.

If you do get a chance to share, we request that you do not mention any drug names. Instead say "my drug of choice" because it does not matter what drug you used. Lastly, who you see here, what you hear here, when you leave here, let it stay here. This is for the protection of those sharing at our meetings. Again, the topic(s) of this meeting is/are \_\_\_\_\_.  
(Sharing occurs)

**When panel is done sharing open the floor to inmates.** At closing time, say "I am sorry but we have run out of time. We will close the meeting with the "WE" version of the Serenity Prayer.

### ***6.2 Parkwood Institute Mental Health Centre Meeting Format***

#### **Meeting Preamble – Parkwood Mental Health Facility/Narcotics Anonymous**

(do not read section titles)

#### **Introduction:**

Greetings, welcome to the Hospitals & Institutions meeting of Narcotics Anonymous at the Parkwood Mental Health Facility. This is an open service meeting and may be attended by anyone interested in recovery from the disease of addiction. We welcome those new or just coming back.

#### **Open the meeting:**

Please help me open this meeting with a moment of silence followed by the "we" version of The Serenity Prayer. May we have that moment now please?

#### **Customary Readings:**

We have customary readings to help us understand what Narcotics Anonymous is all about. These readings are:

Who Is An Addict? Would someone please volunteer to read Who Is an Addict?

## **Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019**

What Is The Narcotics Anonymous Program? Would someone please volunteer to read What Is the Narcotics Anonymous Program?

Why Are We Here? Would someone please volunteer to read Why Are We Here?

How It Works. Would someone please volunteer to read How It Works?

### **Begin the discussion:**

The discussion portion of our meeting will now begin. Please do not comment directly on what another member has shared, keep your comments to about five minutes to give everyone a chance to share and feel free to share on anything concerning recovery from addiction.

I'd like to remind everyone that this is a Narcotics Anonymous meeting and, as such, we do not discuss grievances with staff or Parkwood Mental Health Facility policies, give medical advice or discuss medication and/or treatment. Please use this opportunity to share your experience, strength and hope as it relates to your experience with addiction or anything else recovery-related. Thank you. The meeting is yours.

### **Close the meeting:**

I'm sorry but we have run out of time. Would you please help me close this meeting by forming a circle and reciting the "we" version of the Serenity Prayer after a moment of silence? Thank You.

Revised January 2019

## **6.3 Centre of Hope Withdrawal Management (Detox) Meeting Format**

### **Centre of Hope Withdrawal Management (Detox) Meeting Format**

We welcome everyone to the Centre of Hope weekly Hospitals & Institutions meeting of Narcotics Anonymous. My name is, \_\_\_\_\_ and I am an addict.

The Hospitals and Institutions committee of Narcotics Anonymous serves addicts by bringing meetings to those who cannot get to regular meetings. We are pleased to bring you this meeting and we appreciate your attendance.

Keeping in tradition that NA is a 12 step program, could someone please read How It Works.

The volunteers here today are to: - Give you an introduction to NA. - Explain what an NA meeting looks like. - Explain what the steps are/ why they are important/ how they can help. - Explain what a sponsor is / what to look for in a sponsor/ how to get a sponsor.

- How to find a Home Group

This will be done by sharing our experience, strength and HOPE in a way that you can identify.

H&I Panel members please keep in mind that we are to paint a positive picture of NA, Keep any swearing to a bare minimum as this is a spiritual program, do not be drug specific, glorify your using or discuss methods of using.

Each panel member will share for approx. 25 mins. Each at which time we will open the floor for any questions you may have.

This meeting ends at 8PM At which time say "I am sorry but we have run out of time". We will close the meeting with the "WE" version of the Serenity Prayer.

## **7.0 Voting**

The voting participants of the H&I Committee shall be all group members attending the H&I

## **Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019**

Sub-Committee meeting. To be a voting member, you must attend two consecutive H&I monthly meetings, hold an elected position on this subcommittee or be active in an H&I facility within the last 6 months. Anyone who does not hold a position, regularly attend subcommittee meetings or who is not active for six months at the weekly H & I facilitated meetings, will be removed from the voting list and placed on the inactive list. This means they will have to attend two consecutive H&I monthly meetings to become eligible to vote again. Attendance will be tracked by the chair at each monthly subcommittee meeting.

Majority Proportion applies, which means two-thirds of all voting members present. A tie vote declares the motion defeated. Members abstaining from voting do not count as a voting member.

### **8.0 Motions**

1. Any motions voted in must remain in effect for a minimum of **6 months**. Anyone who votes on the motion, which gets voted in, can subsequently have the motion revisited before the 6 months have passed.
2. All motions shall be submitted to the secretary, in a clear and concise written form, reflecting any specific changes to the Policies and Procedures Manual if applicable.
3. All motions are to be numbered according to the following sequence: 01MonthYear
4. All motions are to be written on the motion form, including the motion and intent.
5. All motions must have a motion maker and a seconder to be discussed during the meeting.
6. The Chair or Alt. Chair will have the motion maker speak to the motion, and have up to 3 people speak for the motion and up to 3 people speak against the motion.

### **9.0 Clean time requirements**

#### ***9.1 Facilitating Meetings at an Institution***

EMDC meetings – 1 year  
Centre of Hope Withdrawal Management Centre meetings – 1 year  
Sarnia Jail – 2 years  
Parkwood Institute Mental Health Centre – 1 year  
Stratford Jail – 1 year

### **10.0 Positions**

#### ***10.1 Position Clean Time Requirements***

- H&I Chairperson – 2 years
- H&I Alternate Chairperson – 2 years
- Secretary – 6 months
- Alternate Secretary – 3 months
- EMDC Female Scheduler – 6 months
- EMDC Male Scheduler - 6 months
- Sarnia Jail Scheduler – 6 months
- Stratford Jail Scheduler – 6 months
- Centre of Hope Withdrawal Mgmt. Detox Scheduler – 6 months

## **Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019**

- PIMHC Scheduler – 6 months
- H&I Policies and Procedures Manual Administrator – 6 months

### ***10.2 Position Holders***

ALL positions of this committee (except Chairperson) will automatically be up for re-election in January of each year.

- H&I Chairperson – Joe G.
- H&I Alternate Chairperson – open
- Secretary – Francie F.
- Alternate Secretary – open
- EMDC Male Scheduler – Dave T.
- EMDC Female Scheduler – Julie W.
- Sarnia Jail Scheduler – Wayne M.
- Stratford Jail Scheduler – Pete H.
- Centre of Hope Withdrawal Mgmt. Detox Scheduler – Kelly F.
- PIMHC Coordinator – Felicia S.
- H&I Policies and Procedures Manual Administrator – Holly E.

Note: If a position holder misses 3 consecutive H&I Monthly meetings, they are said to have stepped down from their position, consequently rendering that position “Open”.

### ***10.3 Position Descriptions***

#### **10.3.1 H&I Chairperson:**

There is a 2 year clean time requirement based on Area P&P.

The responsibilities of the H&I Chairperson shall be to:

- Attend Greater London Area Service Committee (GLASC) meetings and bring an accurate H & I report to be read and submitted to the committee
- Maintain an accurate account of the budget expenditures, including literature disbursements and literature donations
- Order and disburse all literature for H&I meetings
- Open and Chair the monthly H&I subcommittee meeting
- Have on hand, a printed copy of the current Policies and Procedures Manual
- Maintain an accurate H&I Members List, including Active and Inactive Members, and bring it to each Monthly H&I Meeting
- Identify any position holders who have not attended 3 consecutive monthly meetings and bring it up to the committee
- Check and respond to handi@glana.ca emails at least once a week
- Provide all Scheduling Reports emailed from any of the Schedulers who are unable to attend an H&I Monthly Meeting and read these reports on their behalf during the meeting.
- Include the information contained on the Scheduling Reports on your H&I report for Area
- Provide all Letters of Intent, to join the H&I subcommittee, which were emailed by those wishing to join H&I and could not attend an H&I Monthly Meeting. Read these reports on their behalf during such meeting.
- Read to these newcomers the paragraph from the H&I Monthly Meeting Agenda pertaining to

## Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

newcomers. Confirm with them they have the proper clean-time requirement for any positions and they understand the proper way to participate during H&I meetings.

- Monitor position holders attendance and inform sub-committee when three missed meetings to have the position vacated.
- Report any other concerns to the H&I committee and/or GLASC
- Perform the duties of all other vacant positions when there is no H&I Alternate Chair

### 10.3.2 H & I Alternate Chair:

There is a 2 year clean time requirement based on Area P&P.

The responsibilities of the H&I Alternate Chairperson shall be to:

- Perform the duties of the H&I Chairperson in their absence
- Perform the duties of all other vacant positions
- Shadow the H&I Chairperson in order to become familiar with all of the requirements of that position

### 10.3.3 Secretary:

There is a 6 month clean time requirement.

The responsibility of the H & I secretary shall be:

- Draft accurate and concise minutes which reflect the essence of the business conducted at the business meetings including attendance
- **Forward the H&I Monthly Meeting Minutes to the H&I Chairperson, alternate H&I Chairperson, alternate secretary and the Policies and Procedures Manual Administrator, at least 2 days before the Area meeting**
- Email a copy of the minutes to any other members who have requested the Minutes of H&I Monthly meeting
- Read the previous month's minutes at each business meeting
- Keep an updated motion log that is forwarded monthly to the P&P Administrator

### 10.3.4 Alternate Secretary:

There is a 3 month clean time requirement. The responsibilities of the H&I Alternate Secretary shall be to:

- Perform the duties of the Secretary in their absence
- Shadow the H&I Secretary in order to become familiar with all of the requirements of that position

### 10.3.5 E.M.D.C Male Scheduler

There is a 6 month clean time requirement.

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- To order literature at the monthly sub-committee meeting and then disperse literature order for H&I meetings *after approval by H&I Sub-committee.*
- Using information emailed by EMDC Volunteer Coordinator, on a monthly basis, or by other H&I members, create a report outlining issues encountered, such as

## Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

- Volunteer(s) not showing up and what the reason was (if known)
  - no availability for members to do the meeting
  - lockdowns/cancellations
  - complaints by volunteers or the facility
- Read this report during H&I Monthly Meeting and email it to the handi@glana.ca account as well as the secretary and alternate secretary. If you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

### 10.3.6 E.M.D.C. Female Scheduler

There is a 6 month clean time requirement.

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- To order literature at the monthly sub-committee meeting and then disperse literature order for H&I meetings *after approval by H&I Sub-committee.*
- Using information emailed by EMDC Volunteer Coordinator, on a monthly basis, or by other H&I members, create a report outlining issues encountered, such as
- Volunteer(s) not showing up and what the reason was (if known)
  - no availability for members to do the meeting
  - lockdowns/cancellations
  - complaints by volunteers or the facility
- Read this report during H&I Monthly Meeting and email it to the handi@glana.ca account as well as the secretary and alternate secretary. If you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

### 10.3.7 Sarnia Jail Scheduler

There is a 6 month clean time requirement.

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- To order literature at the monthly sub-committee meeting and then disperse literature order for H&I meetings *after approval by H&I Sub-committee.*
- Using information emailed by Sarnia Volunteer Coordinator, on a monthly basis, or by other H&I members, create a report outlining issues encountered, such as
- Volunteer(s) not showing up and what the reason was (if known)
  - no availability for members to do the meeting
  - lockdowns/cancellations
  - complaints by volunteers or the facility
- Read this report during H&I Monthly Meeting and email it to the handi@glana.ca account as well as the secretary and alternate secretary. If you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

## Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019

### 10.3.8 Stratford Jail Scheduler

There is a 6 month clean time requirement.

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- To order literature at the monthly sub-committee meeting and then disperse literature order for H&I meetings *after approval by H&I Sub-committee.*
- Using information emailed by Stratford Volunteer Coordinator, on a monthly basis, or by other H&I members, create a report outlining issues encountered, such as
- Volunteer(s) not showing up and what the reason was (if known)
  - no availability for members to do the meeting
  - lockdowns/cancellations
  - complaints by volunteers or the facility
- Read this report during H&I Monthly Meeting and email it to the handi@glana.ca account as well as the secretary and alternate secretary. If you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

### 10.3.9 Withdrawal Management Scheduler

There is a 6 month clean time requirement.

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- To order literature at the monthly sub-committee meeting and then disperse literature order for H&I meetings *after approval by H&I Sub-committee.*
- Using information emailed by Center of Hope Coordinator on a monthly basis, or by other H&I members, create a report outlining issues encountered, such as
- Volunteer(s) not showing up and what the reason was (if known)
  - no availability for members to do the meeting
  - cancellations
  - complaints by volunteers or the facility
- Read this report during H&I Monthly Meeting and email it to the handi@glana.ca account as well as the secretary and alternate secretary. If you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

### 10.3.10 Parkwood Institute Mental Health Centre Scheduler

There is a 6 month clean time requirement.

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- To order literature at the monthly sub-committee meeting and then disperse literature order for H&I meetings *after approval by H&I Sub-committee.*

## **Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures Revised April 2019**

- Using information emailed by Parkwood Institute Mental Health Center on a monthly basis, or by other H&I members, create a report outlining issues encountered, such as
- Volunteer(s) not showing up and what the reason was (if known)
  - no availability for members to do the meeting
  - cancellations
  - complaints by volunteers or the facility
- Read this report during H&I Monthly Meeting and email it to the handi@glana.ca account as well as the secretary and alternate secretary. If you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

### **10.3.11 H & I Policies and Procedures Manual Administrator**

There is a 6 month clean time requirement.

The responsibilities of the H&I P&P Manual Administrator shall be:

- Keep the manual updated and accurate and provide a finished and printed copy to the H&I subcommittee in August and February of each year
- Produce copies when requested by H&I committee and GLASC
- Forward all updated manuals to Webservant@glana.ca for posting on www.glana.ca

## **11.0 Facility Contact Information**

### **11.1 EMDC**

The main telephone number for the jail is **519-686-1922** Male Unit x281 Male Unit Shift Manager's Office x233 Female Unit x248 Volunteer Coordinator (Ellen McKegney) x216

Ellen.McKegney@ontario.ca Male Social Worker (Keri Zammit) x339 \* Keri.Zammit@ontario.ca \*

Female Social Worker (Mary O'Sullivan) x222 Mary.OSullivan@ontario.ca

Note: any issues regarding inmates should be brought to Ellen's attention who will then contact Keri or Mary.

### **11.2 Sarnia Jail**

The main telephone number for the jail is **519-337-3261** Coordinator of Volunteer Services x3396

Contact person is Jane Anema

### **11.3 Centre of Hope Withdrawal Management (Detox)**

The Centre of Hope Withdrawal Management (Detox) telephone number is **(519) 661-0343 ext.269**

Contact person is Dean Anderson, no cell phone, danderson@centreofhope.ca

### **11.4 Parkwood Institute Mental Health Centre**

Contact person is Joanne Andrews, **519-455-5110 x47367**. The alt. contact is Anna Demarco, 519-646-6100 x64209, email anna.demarco@sjhc.london.on.ca

**Greater London Area Hospitals & Institutions Sub-Committee Policies & Procedures  
Revised April 2019**

***11.5 Stratford Jail***

Contact person is Mike Finoro, (519) 271-2180 ext 202, [mike.finoro@ontario.ca](mailto:mike.finoro@ontario.ca)