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POLICY MANUAL

State Board of Behavioral Health and Developmental Services Department of Behavioral Health and Developmental Services

POLICY 2011 (ADM ST BD) 88-3 Changing the Names of State Facilities

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| Authority | Board Minutes Dated: <u>June 22, 1988</u> Effective Date: <u>August 24, 1988</u> Approved by Board Chairman: <u>s/James C. Windsor</u> |
| References | § 37.2-203 of the Code of Virginia (1950) |
| Background | The Board has a long history of naming buildings at state hospitals and training centers, hereafter referred to as state facilities, operated by the Department. In 1981, the Board asked the Department to propose a statement that would establish the Board's policy for naming buildings at state facilities and the procedure for implementing that policy. In 1988 the original policy was revised to include rooms and other areas, e.g. recreational areas, under the purview of the policy. |
| Purpose | To describe the role of the in changing the names of state facilities. |
| Policy | <p>It is the policy of the Board that it may change the name of any state facility as authorized in subsection 9 of § 37.2-203 of the Code of Virginia, and shall do so in accordance with the following procedures.</p> <ul style="list-style-type: none">• The state facility director shall appoint an ad hoc committee of three or more members to develop a list of three recommendations of new names for the facility when it is deemed appropriate by the facility director, the Commissioner, and the Governor to change the name of the state facility.• The ad hoc state facility committee shall develop a brief explanation and justification for each of the names it recommends.• The state facility director shall review and approve or revise the ad hoc committee's recommendations and forward them to the Commissioner for his |

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review and action.

- The Commissioner shall approve, revise, or disapprove the recommendations. If he approves or revises them, he shall forward the recommendation or recommendations to the Board at least 120 days prior to a regularly scheduled board meeting.
 - The Commissioner and the Chair of the Board shall discuss the proposed new name to come to agreement on recommendations to send to the Governor. The Commissioner and the Chair may consult with other interested or affected parties, including individuals receiving services, family members, advocacy groups, local governments, and state legislators, about the recommended new name during the 120 day period.
 - The Commissioner and the Chair of the Board shall communicate and consult with the Governor to obtain his input on the proposed new name.
 - The Board shall consider the recommendation and take action on the recommendation to change the name of the state facility at a regularly scheduled board meeting.
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