



**Meeting Minutes**  
**Steering Committee**  
**Berks County Correctional Facility**  
**April 21, 2022**  
**1:00pm-3:00pm**

**Steering Committee Members**

Kevin Barnhardt, Commissioner and Chair  
Jeffrey Smith, Warden  
Robert Williams, retired Chief APO/JPO  
Ronald Seaman, Chief Administrative Officer  
Stephanie Weaver, Public Relations Officer

**County of Berks Staff in Attendance**

Jessica Blauser, Executive Asst to Commissioner Barnhardt  
Traci Rhoads, Administrative Asst to Warden Smith  
Brittany Frankowski, Executive Asst to Ron Seaman  
Barbara Lopez, Executive Asst to Commissioner Rivera  
Anne-Marie Yocum-Grill, Executive Asst to Commissioner Leinbach

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**Public in Attendance**

None

**County of Berks Owner's Representative, CGL**

Rick Davidson, Project Director  
Chloe Jaco, Director of Programming  
Chris Monsma, Needs Assessment Coordinator  
Babette Macy, Communications

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**REVIEW OF AGENDA**

1. Call to Order  
Commissioner Barnhardt called the meeting to order at 1 pm.
2. Public Comment on Specific Agenda Items  
There was no public comment on agenda items.
3. Approval of Minutes from Previous Meeting

Commissioner Barnhardt asked the Steering Committee if there were any questions or comments regarding the previous meeting minutes. Receiving none, the Steering Committee approved the previous meeting minutes.

4. Project Status Update by CGL Companies, Inc.

a. Review of Schedule

Chloe Jaco shared the project schedule with the Steering Committee. She discussed the current status of the work being performed in concurrence with the schedule. We are working to update the schedule to reflect the County's review process.

Warden Smith and Ron Seaman questioned the timing for CSA 3.0 and CSA 3.1. Rick Davidson addressed the questions by explaining the need for overlap of elements in both predesign and future phases. CGL will clarify the two phases in the next posted schedule.

Chloe reminded the Steering Committee of the upcoming Visioning Session at the May 12 Steering Committee meeting.

**Action item:** CGL to update verbiage on schedule to more thoroughly reflect end of pre-design/construction services.

**Action item:** Jessica to provide announcement that the public is invited to attend the May 12 Visioning Session.

b. Action Item Follow-Ups

*Existing Items from March 31 meeting*

- Chloe to provide information of facilities to be toured as part of programming phase. *Packet was distributed and discussed.*
- Committee to provide any questions to Chloe in advance of facility tours. *Chloe explained what to look for in facilities and Commissioner Barnhardt asked to make sure there was someone taking photographs throughout the tour.*
- Babette to move forward with preferred logo and begin compiling brand tool kit items and templates. *Approved at the April 19 Budget/Operations meeting*

*New Action Items from April 14 meeting:*

- Commissioner Barnhardt to add sustainability statement to April 19 Budget/Operations Meeting agenda for approval. *Statement approved at the April 19 Budget/Operations meeting.*
- Steering Committee to review Needs Assessment presentation for comments at the April 21 Steering Committee meeting. *For discussion at today's meeting*
- CGL to provide further clarification on Slide 18 of the Needs Assessment presentation with the assistance of County data, Inmate Snapshot Bails. A clear definition of "no bail" will be developed. *Provided an updated slide for clarification on inmate snapshot bails.*

c. Review of Deliverables

There were no new deliverables at the meeting.

d. New Business

i. Needs Assessment Update

The Steering Committee reviewed inmate snapshot bails slide and updated the definitions on the slide. The Steering Committee discussed further timing to complete the Needs Assessment update; the current schedule is to share the presentation with the budget/operations committee on May 3 and issue the final Needs Assessment report to the budget/operations committee on June 21.

5. Communication Update

A draft of the website will be presented at the May 5 Steering Committee meeting. Ron inquired about the scope of work document for Puente Communications to provide Spanish translation services for the project. Rick sent Ron the scope of work for county review.

Babette will be training Jessica, Stephanie and Traci on use of Sharepoint for project document file storage.

**Action item:** *Ron to review Puente scope of work and submit for approval.*

6. Executive Session

There was no Executive Session

7. Public Comment – There was no one from the public present.

8. Adjournment

Bob Williams made a motion to adjourn at 1:47 p.m., seconded by Warden Smith.

Next Meeting: May 5, 2022