



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
May 12, 2022
2:15pm-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
Brittney Frankowski, Executive Asst to Ron Seaman
Barbara Lopez, Executive Asst to Commissioner Rivera
Anne-Marie Yocum-Grill, Executive Asst to Commissioner Leinbach

Public in Attendance

None

County of Berks Owner's Representative, CGL

Rick Davidson, Project Director
Chloe Jaco, Director of Programming
Babette Macy, Communications

REVIEW OF AGENDA

1. Call to Order

Commissioner Barnhardt called the meeting to order at 2:15 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. Visioning Session

CGL conducted a visioning session with key project stakeholders. The findings from the session will be included in a separate report.

5. Project Status Update by CGL Companies, Inc.

a. Review of Schedule

Chloe Jaco shared the project schedule with the Steering Committee.

<Any specific schedule-related items here>

b. Action Item Follow-Ups

Action items from April 21 meeting

- Ron to review Puente scope of work and submit for approval. *In progress.*

Action items from 5/5 meeting

- Commissioner Barnhardt and his staff will compile report from tours to share with Steering Committee and Board of Commissioners. *In progress.*
- Babette to provide copy about the tours for the website. *In progress.*
- Stephanie to inquire into TV ads from Columbus. *In progress.*
- Steering Committee to review website and provide comments by May 12. *In progress.*
- Chloe to provide information to add to website timeline of activities prior to current scope of work. *Complete.*
- Babette and Stephanie to discuss adding project articles to the website. *Complete.*
- Jessica to share site with solicitor's office to review verbiage. *In progress.*

c. Review of Deliverables

There were no new deliverables at the meeting.

d. New Business

6. Communication Update

The Steering Committee discussed edits to the website draft.

7. Executive Session

There was no Executive Session

8. Public Comment

There was no one from the public present.

9. Adjournment

Ron made a motion to adjourn at 2:03 p.m., seconded by Warden Smith.

Next Meeting: May 26, 2022