



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
June 2, 2022
1:00 - 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 Blausner, Executive Asst to Commissioner Barnhardt
Brittney Frankowski, Executive Asst to Ron Seaman
Barbara Lopez, Executive Asst to Commissioner Rivera
Anne-Marie Yocum-Grill, Executive Asst to
Commissioner Leinbach

Public Attendance

Retired Judge Art Grimm

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 1:02 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. CGL has provided two Memos that include notes from the Central Processing Tour and an update on the Programming phase. These memos are attached to the minutes.

b. Action Item Follow-Ups

Action items from 5/5 meeting

- Jessica to work with the jail staff to compile notes with relevant photos and send to the participants of the visioning session. *In progress.*
- CGL to prepare a report from the visioning session. *Provided to Steering Committee.*
- Babette to follow up with Puente on their proposal. *Proposal sent to County on 5/25.*

c. Review of Deliverables

- i. Visioning Document: A synopsis was sent to the Steering Committee on June 1, 2022. A final report will be issued to all participants.
- ii. Needs Assessment Draft: Comments have been received from Steering Committee members. A final copy of the report will be provided by June 16.

Action Item: Steering Committee to provide visioning document comments to CGL by June 8.

d. New Business

- i. Central Booking Division of the Berks County Sherriff's Office. Commissioner Barnhardt asked the Steering Committee to consider creating a subcommittee to review the location of Central Processing and on-site court services.

Action item: Commissioner Barnhardt to appoint subcommittee and ask them to report back by Mid-July in order to meet the overall project schedule.

5. Communication Update

Website edits are in progress. Babette discussed timing and decisions to be made regarding translation services. The Steering Committee agreed the English and Spanish versions should launch concurrently. Website copy as well as deliverables will be translated.

The communications team is preparing a fact sheet and talking points that will be updated quarterly as deliverables are developed.

Action Item: Stephanie and Ron will work with Commissioner Rivera to finalize the scope of translation services needed for the project website.

6. Executive Session

There was no Executive Session

7. Public Comment

There was no one from the public present at the end of the meeting.

8. Adjournment

Bob Williams made a motion to adjourn at 1:43 p.m., seconded by Ron Seaman.

Next Meeting: June 23, 2022