



**Meeting Minutes  
Steering Committee  
Berks County Correctional Facility  
July 14, 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  
Traci Rhoads, Administrative Asst to Warden Smith

**Public Attendance**

Peggy Kerschner, Co-Executive Director BCPS  
Nicolle Schnovel, Co-Executive Director BCPS

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

Rick Davidson, Project Director  
Bret Firfer, Programming  
Babette Macy, Communications  
Chris Monsma, Needs Assessment  
Ed Whatley

---

**REVIEW OF AGENDA**

1. Call to Order  
Commissioner Barnhardt called the meeting to order at 1:00 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

Rick Davidson shared the project schedule with the Steering Committee indicating no changes since the last time they viewed the document. The CGL team is working on space planning and operational programming and will have a first draft for review at the August 4 Steering Committee meeting.

b. Action Item Follow-Ups

Action items from 6/30 meeting

- CGL to provide notes from the public comments received on Needs Assessment by July 12. *Provided review at 7/14 meeting*

c. Review of Deliverables

The Steering Committee was provided with a response to public comment on the Needs Assessment.

Bob Williams made a motion to add the responses to public comment on the Needs Assessment as an appendix to the full Needs Assessment report. The motion was seconded by Stephanie Weaver. All in favor, motion approved.

d. New Business

CGL is reviewing opportunities for federal funding based on an opportunity presented by Laura Jones in the County Berks Office of Budget & Finance

**Action item:** CGL to provide research on federal funding opportunities.

Rick requested the Steering Committee select a liaison to help guide CGL through the procurement and financial modeling phases.

**Action item:** Rick to meet with Ron Seaman to review needs for upcoming procurement and financial modeling phases.

5. Communication Update

The website, community outreach planning and communications tools are in progress. Commissioner Barnhardt suggested community outreach planning begin in August as well as scheduling a community-wide town hall this fall. Babette suggested August 2-3 and August 16-17 as dates for community group meetings. Puente Marketing will also provide Spanish translation at meetings scheduled August 16-17.

**Action item:** Babette to work with Stephanie and Jessica to plan a fall town hall session to educate the public on the need for and value of a new correctional facility.

**Action item:** Jessica to share list of Latino organizations with Commissioner Rivera for review. (Completed after the meeting)

**Action item:** Babette to work with Jessica and Stephanie to schedule community group outreach beginning in August.

**Action item:** Stephanie to present the website on August 4 at the Board of Commissioners meeting.

6. Executive Session

There was no executive session

7. Public Comment

No public comment

8. Adjournment

Ron Seaman made a motion to adjourn at 1:58 p.m., seconded by Warden Smith.

Next Meeting: August 4, 2022.