



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
August 4, 2022
1:00 - 3:00pm**

Steering Committee Members

Kevin Barnhardt, Commissioner and Chair
Jeffrey Smith, Warden
Ronald Seaman, Chief Administrative Officer
Stephanie Weaver, Public Relations Officer

County of Berks Staff in Attendance

Brittney Frankowski, Executive Asst to Ron Seaman
Anne-Marie Yocum-Grill, Executive Asst to
Commissioner Leinbach
Traci Rhoads, Administrative Asst to Warden Smith

Public Attendance

None

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

Chloe Jaco 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 they are 50% into financial modeling.

b. Action Item Follow-Ups

Action items from 7/14 meeting

- CGL to provide research on federal funding opportunities. *In progress.*
- 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. *In progress.*
- Babette to work with Jessica and Stephanie to schedule community group outreach beginning in August. *In progress.*

c. Review of Deliverables

The CGL team provided an overview of space programming work to date. Commissioner Barnhardt suggested the presentation be posted to the project website. Ron Seaman made a motion to approve, seconded by Stephanie Weaver. The motion approved unanimously.

Action item: Stephanie to share programming presentation with Commissioners and Prison Board for review prior to posting on project website.

Action item: CGL to post report to project website.

d. New Business

No new business

5. Communication Update

Community Outreach Update

Babette is working to coordinate schedules for September outreach meetings. There will be two separate meeting clusters; one August 16-17; another round in mid-September that will include Latino outreach with Spanish translation services available. The team will also be scheduling a general town hall meeting open to the community in September as well. Ron suggested having a stenographer there to record the conversation. The town hall will need to be advertised as a public meeting. Check with solicitor on best path forward.

Action item: Jessica and Stephanie to determine if stenographer needed to record town hall meeting.

Action item: Jessica and Stephanie to review protocols with solicitor on upcoming public meetings.

The project website is live in both English and Spanish
BCCF.countyofberks.com
BCCF.countyofberks.com/es

Babette provided a copy of the fact sheet that will be used in public outreach.

6. Executive Session

There was no executive session

7. Public Comment

No public comment

8. Adjournment

Ron Seaman made a motion to adjourn at 2:38 p.m., seconded by Warden Smith.

Next Meeting: August 25, 2022.