



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
September 8, 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 Blauser, Executive Assistant to Comm. Barnhardt
Barbara Lopez, Executive Assistant to Comm. Rivera

Public Attendance

Crystal Kowalski, Wyomissing
Peggy Kerschner, Co-Executive Director BCPS
Nicolle Schnovel, Co-Executive Director BCPS

County of Berks Owner's Representative, CGL

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

REVIEW OF AGENDA

1. Call to Order
Commissioner Barnhardt called the meeting to order at 1:03 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 reported the schedule runs through the end of the year with the final two deliverables, project delivery and financial modeling. Material to be collected for these two deliverables may have some impact on the schedule.

Chloe is finalizing the programming report, pending feedback from the finance subcommittee. Parts of the program will be reviewed at next week's SC meeting pending feedback from the finance subcommittee.

b. Action Item Follow-Ups

Action items from 7/14 meeting

- Stephanie to share programming presentation with Commissioners and Prison Board for review prior to posting on project website. *Complete*
- Jessica and Stephanie to determine if stenographer is needed to record town hall meeting. *Complete*
- Jessica and Stephanie to review protocols with solicitor on upcoming public meetings. *Complete*
- CGL to post programming summary to project website. *Complete*

c. Review of Deliverables

There were no deliverables presented today.

d. New Business

i. Finance Subcommittee Report

The first meeting is this afternoon. No report today.

ii. Operations/Planning Subcommittee Report

The committee will discuss programming options at next week's meeting and will await feedback from the finance subcommittee on next steps.

iii. Public Outreach / Public Relations Subcommittee Report

Communications tools are in place, and planning for the town hall is underway.

5. Communication Update

Community Outreach Update

Babette provided a copy of the public outreach plan. Public outreach is in progress with community stakeholder meetings having started last month. Commissioner Barnhardt, Stephanie and Babette provided insights on outreach meetings to date. Commissioner Barnhardt encouraged Steering Committee members to attend stakeholder meetings as they allow. Planning for the first town hall on September 22 is underway, with communications and invitations going out this week to media, stakeholders and the email sign up list.

ACTION ITEM: Babette to create an agenda for the town hall

ACTION ITEM: Babette and Stephanie to create a report of findings from stakeholder meetings to be distributed to criminal justice stakeholders as needed.

6. Executive Session
No executive session

7. Public Comment
No public comment

8. Adjournment
Ron Seaman made a motion to adjourn at 1:31 p.m., seconded by Stephanie Weaver.

Next Meeting: September 15, 2022.