



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
September 15, 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

Brittney Frankowski, Executive Asst to Ron Seaman

Public Attendance

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

County of Berks Owner's Representative, CGL

Chloe Jaco, Director of Programming
Brian Lee, Operations

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

Chloe reported the schedule is on track and there were no changes since the last Steering Committee meeting.

b. Action Item Follow-Ups

Action items from 9/8 meeting

- Babette to create an agenda for the town hall *Presentation and talking points were provided for review at today's meeting*
- Babette and Stephanie to create a report of findings from stakeholder meetings to be distributed to criminal justice stakeholders as needed. *In progress - will be complete after Town Hall*

c. Review of Deliverables

There were no deliverables presented today.

d. New Business

i. Finance Subcommittee Report

The finance committee has commenced; they are awaiting direction on program options to develop a detailed cost estimate.

ii. Operations/Planning Subcommittee Report

Chloe gave an update on programming work to date. The final program will provide square footage for individual spaces/rooms and functional groupings. As reported earlier, the largest majority of space is for housing, and programming takes into account results from the Needs Assessment, translating the number of heads to the beds needed. The Warden noted the space plan to date is more equitable for females and provides more flexibility for mental health services, two goals discussed from the outset of the project. Brian Lee also noted that while specific staffing reports are not yet finalized, in general a more coordinated space helps create a more efficient inmate to staff ratio.

The Operations and Planning Committee also studied two options to provide housing unit support, a cluster and non-cluster design. A cluster design provides more options for operators and brings services closer to the housing units and thereby the in-custody. It is common in modern facilities to have a hybrid of both cluster and non-cluster space. As part of their study, the committee provided four areas of focus for the Steering Committee to discuss:

- 1) Work release – The committee would like to look at alternate options to operate work release without having to house workers at the jail and thus reduce two housing units. The Warden noted the courts were not in favor of eliminating work release during earlier project discussions. Commissioner Barnhardt suggested the Steering Committee have further discussions on the subject.

ACTION: Warden Smith, Commissioner Barnhardt, Bob Williams and Brian Lee will discuss alternatives to bring up for discussion at the next CJAB meeting.

- 2) Indoor Gymnasium: The committee recommended leaving this space in the plan.
- 3) Religious services: The committee recommended having a meeting space as well as smaller dispersed space with video capability.
- 4) Training Center: The committee recommended leaving this space in the plan.

The Operations and Planning Committee will finalize their programming summary and provide it to the Finance Committee for cost estimating.

iii. Public Outreach / Public Relations Subcommittee Report

Stephanie and Gina provided an overview of the materials to be used in the Town Hall on September 22. The public, CJAB, Prison Board and stakeholders have been invited.

Stephanie reported two additional community meetings have been scheduled.

5. Communication Update

Provided during subcommittee reports

6. Executive Session

No executive session

7. Public Comment

No public comment

8. Adjournment

Ron Seaman made a motion to adjourn at 2:01 p.m., seconded by Stephanie Weaver.

Next Meeting: September 22, 2022 – Town Hall at 5:30 pm