



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
November 17, 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
Pam Seaman, MH/DD Administrator

County of Berks Staff in Attendance

Jessica Blauser, Executive Assistant to Comm. Barnhardt
Brittney Frankowski, Executive Asst to Ron Seaman
Barbara Lopez, Executive Assistant to Comm. Rivera
Traci Rhoads, Admin. Assistant to Warden Smith

Public Attendance

Crystal Kowalski, Wyomissing
Jane Palmer, Wyomissing
Nicolle Schnovel, Co-Executive Director BCPS
Ally Towson, Wyomissing

County of Berks Owner's Representative, CGL

Rick Davidson
Wayne Freeh
Babette Macy

REVIEW OF AGENDA

1. Call to Order
Commissioner Barnhardt called the meeting to order at 1:01 pm.
2. Public Comment on Specific Agenda Items
Crystal Kowalski commended the Steering Committee for agenda item 4.a.ii. Jane Palmer also commented on the Steering Committee's focus on looking further into opportunities to reduce the population. She specifically noted the need for further community-wide mental health support.
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. New Business

- i. Commissioner Barnhardt recognized new Steering Committee member Pam Seaman, who was added to the Steering Committee to ensure new facility plans have an increased focus on supporting mental health of the population.
- ii. Commissioner Barnhardt announced the Steering Committee's upcoming focus of work with CGL would center on studying opportunities for population reduction: work release; day reporting; diversion/deflection; reduction of average length of stay; and legislative changes.

Over the next month, the Steering Committee will put together various subcommittees to study each focus area in order to make recommendations at the January Steering Committee meeting.

Bob Williams made a motion to create a monthly standing Steering Committee meeting beginning January 2023 for the first Thursday of each month. Warden Smith seconded the motion, and it was approved unanimously.

- iii. Rick updated the committee on CGL's work that will be ongoing in 2023, including the creation of criteria documents and procurement templates.
- iv. Committee Updates:
 1. *Finance subcommittee report* – no report
 2. *Operations/planning subcommittee report* – Chloe and her team have provided the Warden a document for suggestions in space reduction, which his team is currently reviewing.
ACTION ITEM: Warden to provide feedback to CGL on space reduction report.
 3. *Public Outreach / public relations subcommittee report* – Babette provided an overview of September outreach including stakeholder meetings with Clare of Assisi House and Transformative Solutions Network, as well as the county-wide town hall. Reading City Council and Bern Township have asked for presentations about the project at upcoming city council meetings. CGL will create an updated fact sheet in the first quarter of 2023. The Warden asked that Babette continue to provide talking points for monthly prison board meetings.
ACTION ITEM: CGL to update project fact sheet for first quarter of 2023.

b. Rick mentioned the next phase of deliverables will include criteria documents and procurement templates.

c. Review of Schedule for December 2022 and 2023

The Steering Committee discussed a reporting mechanism for subcommittees as discussed in item 4.a.ii. The Warden made a motion to have subcommittees meet on the 4th Thursday of each month and report back to the Steering Committee at the following 1st Thursday of the month Steering Committee meeting. Pam Seaman seconded and the motion was approved unanimously.

ACTION ITEM: CGL to work with Commissioner Barnhardt and Jessica to present a plan for subcommittee work and meetings at December 15 Steering Committee Meeting

d. Action Item Follow Ups

No current action items for review

5. Communication Update

Provided during subcommittee reports

6. Executive Session

No Executive Session

7. Public Comment

No public comment

8. Adjournment

Bob made a motion to adjourn at 1:49 p.m., seconded by Warden.

Next Meeting: December 15, 2022