



**Meeting Minutes  
Steering Committee  
Berks County Correctional Facility  
June 23, 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

**Public Attendance**

Crystal Kowalski, Wyomissing  
Nikki Schnovel – Co-Executive Director, Berks  
Connections/Pretrial Services (BCPS)  
Peggy Kershner –Co-Executive Director, BCPS

**County of Berks Staff in Attendance**

Jessica Blauser, 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  
Brittney Frankowski, Executive Asst to Ron Seaman  
Traci Rhoads, Administrative Asst to Warden Smith

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

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

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**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. The schedule has been updated to reflect current activities on programming and finance modeling.

b. Action Item Follow-Ups

Action items from 6/2 meeting

Commissioner Barnhardt to appoint subcommittee and ask them to report back by Mid-July in order to meet the overall project schedule. *Complete*

County criminal justice stakeholders have been meeting since the June 2nd Steering Committee meeting to discuss the role and/or inclusion of the following functions in the new BCCF - Central Processing, Court, and Juvenile Housing. The following direction was provided to the Program Team at the June 23rd Steering Committee meeting.

- Central Processing – Central Processing will function more effectively at the existing Courthouse location and will not be relocated to the new BCCF.
- Court – Virtual Court stations will continue to be provided at the new BCCF and enhanced with new technology. The Courts will not require a physical space (courtroom, hearing room, and/or offices) at the new BCCF.
- Juvenile Housing – Juvenile Housing will not be included in the new adult BCCF. The County is studying alternatives to the processing and housing of detained and direct-file juveniles.

c. Review of Deliverables

The county has distributed the Visioning document and Needs Assessment update. The public has opportunity to review and send in comments prior to the June 30 Steering Committee Meeting. The Board of Commissioners will formally approve the Needs Assessment at their July 14 meeting.

d. New Business

There was no new business.

5. Communication Update

Puente Marketing's contract has been finalized with the county, and they are working on translating the website and deliverables. The project website should go live in Spanish and English mid to late July.

**ACTION ITEM:** Babette to set up call with Stephanie, Puente and Commissioner Rivera's office to discuss Spanish translation of full Needs Assessment versus Executive Summary.

A fact sheet draft was provided with today's documents. They will be updated quarterly or as needed with key project milestones.

**ACTION ITEM:** Ensure fact sheets are translated into Spanish.

CGL shared a list of community organizations for outreach. Outreach will start once the project website goes live.

**ACTION ITEM:** Commissioners to review list of community organizations and provide any additional groups to Stephanie / Babette.

6. Executive Session

There was no Executive Session

7. Public Comment

No public comment

8. Adjournment

Stephanie Weaver made a motion to adjourn at 1:33 p.m., seconded by Warden Smith.

Next Meeting: June 30, 2022, to include any public comment from the Needs Assessment.