

## **Phase 3 Recovery and Beyond Minutes**

### **April 30, 2020 at 1:00 p.m.**

Pursuant to due notice to Board members and the public the Phase 3 Recovery and Beyond meeting was held via Microsoft Teams Live.

Participating were Commissioner Christian Y. Leinbach, Commissioner Kevin S. Barnhardt, Commissioner Michael S. Rivera, Chief Administration Officer Ronald R. Seaman, County Solicitor Christine M. Sadler, Human Resources Director Jessica Weaknecht, and Maryjo Gibson, Chief Clerk. Also attending were Executive Assistants Mary Buerer, Jessica Blausner and Barbara Lopez, Chief Financial Officer Robert Patrizio, Deputy Director of Budget and Finance Laura Jones, Chief Information Officer Justin Loose, Heather Berger, Application Specialist & Trainer and Producer, Tim Smith, Enterprise Manager.

Commissioner Leinbach began by welcoming the public and introducing the individuals who are participating in the live meeting: Chief Clerk Maryjo Gibson will be keeping a record of the minutes; Commissioner Leinbach will serve as Chair, Commissioner Barnhardt will serve as Chair of the Savings and Efficiency Task Force (SET), Commissioner Rivera, Vice Chair of Phase 3 Recovery and Beyond, the three Executive Assistants, Mary Buerer, Jessica Blausner and Barbara Lopez, Chief Administrative Officer Ronald R. Seaman, County Solicitor Christine M. Sadler, Human Resource Director Jessica Weaknecht, Assistant Director of Human Resources Kristin Scheffler and staff from Information Services.

Commissioner Leinbach announced the public has the ability to comment by clicking the Q&A tab at the top of the screen and will try and respond to the comments in writing.

Commissioner Leinbach explained the Phase 3 Recovery and Beyond committee is dedicated to fully reopening Berks County government in three periods of time. Short-term will begin in June up until the fall flu season; Mid-term will be fall flu season thru the Spring of 2021 and Long-term will occur the Spring of 2021 and beyond.

The committee will be looking at bringing County employees back to work deciding what departments should look like going forward, keeping in mind a department might look different in the short-term and adjustments made for mid-term and possibility in the long-term.

Commissioner Barnhardt has agreed to chair the Savings and Efficiency Task Force (SET) The goal is to do what is best for employees, the customers we serve or our residents.

SET Report –

Commissioner Barnhardt reported the SET team consists of himself as Chair, Jonathan J.D. DelCollo, Berks County Prothonotary as Vice Chair, Tracy Barlet, Deputy Court Administrator and Jessica Blauser, his Executive Assistant and will meet weekly.

Commissioner Barnhardt reported SET had its first official meeting on Tuesday and focused on virtual interpreters for June 2<sup>nd</sup> primary. The meeting also included Justin Loose and Debbie Olivier and worked through the process down several hundred poll workers and dozens of interpreters. And will be transitioning a number of polls to one time locations for this primary. Commissioner Barnhardt noted that for interpreters, Election Services can house at least ten in safe, extended office space social distancing area and can take calls from election areas that may need interpreter services. Poll locations highly concentrated polling locations.

Commissioner Barnhardt stated COVID19 has showed us a lot of efficient and tech enhancements we will bringing forth and have found better way of doing things.

Commissioner Leinbach pointed out the difference between the SET committee and Phase 3 Recovery and Beyond, is Phase 3 Recovery is focused primarily on departments that report directly to the Commissioners.

Sub-Committee Reports –

Jessica Weaknecht reported she pulled together organizational charts for teams to review.

Ron Seaman prepared the department listing with hierarchy, and believes there are some important lessons we can learn in modifying our operations to accommodate the requirements put forth by DOH and Governor Wolf. Mr. Seaman noted the Courts have embraced the use of technology and video conferencing for some of their conferences, and possibly looking to use it more in the future.

Next Steps –

Commissioner Leinbach suggested splitting the committee into Team A and Team B. Team A would consist of Commissioner Leinbach, Mary Buerer, Christine Sadler and Kristin Scheffler; Team B would consist of Commissioner Rivera, Barbara Lopez, Jessica Weaknecht and Ron Seaman. Commissioner Barnhardt pointed out that only one team has a Solicitor. After discussion, it was decided Christine will remain on Team A and she needs assistance, Chad Schnee will be assigned to Team B.

Commissioner Barnhardt also pointed out neither team has a representative from Budget. It was suggested that Budget would be a valuable asset to the SET team, and decided Bob will be the representative from Budget, unless he feels there is a value to have Laura also attend. Commissioner Leinbach noted Budget will also have an indirect role with the Phase 3 committee.

Commissioner Barnhardt added there will be times Kelly Laubach, Director of Contracts and Procurement, will be called in to assist on matters dealing with purchasing matters.

Next order of business was to divide the direct reports to Team A and B.

Any action items should be incorporated at the end of the report and indicate if it is an action for the group or action Commissioners need to take, and in the context of reports that involves personnel, contract negotiation litigation and real estate are Executive Session.

Good of the Order:

Commissioner Barnhardt was on a call this morning with City officials, Dennis Adams, Socrates Georgeadis and Chad Schnee regarding the tax issue, and it was resolved the City will not change their resolution. Elected officials are out of the conversation, and it is in the hands of legal, technical, IT and tax professionals to figure out the process. The County's system is not able to split the bills. The focus now is how the bills come in and how they will be handled.

There being no further business, the meeting adjourned at 1:55 P.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk