

## **Phase 3 Recovery and Beyond Minutes** **June 4, 2020**

Pursuant to due notice to Board members and the public the Phase 3 Recovery and Beyond meeting was held via Microsoft Teams Live at 1:00 p.m.

Participating were Commissioner Christian Leinbach/Committee Chair, Commissioner Kevin Barnhardt/Chair of the Savings & Efficiency Task Force (SET), Commissioner Michael Rivera/Committee Vice Chair, Executive Assistants, Mary Buerer, Jessica Blausner & Barbara Lopez, Ron Seaman/CAO, Christine Sadler/Solicitor, Jessica Weaknecht/HR Director & Kristen Scheffler/HR Deputy Director and Maryjo Gibson, Chief Clerk. Also participating were Controller Sandy Graffius, Prothonotary J.D. DelCollo and Treasurer Dennis Adams.

### **1. SET Report – Commissioner Kevin Barnhardt/SET Chair**

Commissioner Barnhardt reported he and Jess Blausner had interviews this week with Assessment and Mapping, the Library System, Commissioner Rivera and his Executive Assistant Barbara Lopez. Commissioner Barnhardt received updates from Jonathan DelCollo regarding the Row Officers, and Tracy Barlet reported she is still scheduling appointments with Courts and Court Administration.

Commissioner Barnhardt reported Libraries have found some efficiencies in cataloging because of new technologies and is looking at van drivers and assessing routes for duplication. Commissioner Rivera and Barbara talked about being less paper dependent, i.e. e-signatures.

The SET Team should finish in about two weeks and will compile a high level evaluation of findings, then look for approval from the Board to move forward with short term/long term operational efficiencies.

### **2. Sub-Committee Reports**

- **Team A Report –**

Commissioner Leinbach reported Team A is getting close to being able to make some final recommendations and is continuing to work with their department heads and the authorities. Team A has completed all meetings, has received responses, and is in the process of finalizing action plans. Commissioner Leinbach mentioned that department heads are not waiting for the Commissioners to bring people back if they need them.

- **HR status with COVID-19 rules for employees and visitors -**

Jess Weaknecht and Christine Sadler are working with EH&D on a comprehensive plan document regarding reopening and will provide the Commissioners an outline, and hope to have the plan to the Commissioners tomorrow for review and have it finalized for distribution to department heads before the department head meeting next week.

Jess reported the telework policy is complete, and has been sent to Justin Loose for review and comment, and then it will go to legal for review. Jess would also like to have this policy ready for the department head meeting next Wednesday.

- Team B Report –  
Commissioner Rivera reported Team B has completed their interviews, and some of the needs have already been addressed. Some of the needs are for plexiglass in offices and workstations, technology in Planning, and Facilities will need staff to return as more people return to work and to County facilities. It was reported that member libraries need help with PPE and plexiglass to properly reopen, and Amy Resh is putting together a list.  
The Commissioners generally agreed to support the member libraries to safely and properly reopen.

### 3. Liaison Reports

- City Liaison – Commissioner Rivera  
No Report.
- Court Liaison – Commissioner Leinbach  
Commissioner Leinbach met with the President Judge last Friday and is following up on a request to provide a paid constable at Reading Central Court. If approved the constable would be paid \$13.00 per hour.  
Commissioner Barnhardt reported CJAB is working on a grant application that could possibly assist with reimbursement for constable services.  
The Board also discussed when all entrances to the Courthouse and Services Center will be open. Mr. Seaman reported the Court Order that has the Court Street entrance closed is still in effect, and will reach out to Steve Weber, Court Administrator, to discuss how the Courthouse and Services Center will reopen.  
Commissioner Leinbach reported the President Judge suggested the stairwells in the Courthouse be designated as one way up and one way down. Mr. Seaman reported Facilities is in the process of posting signs.  
Regarding Magisterial District Courts, Commissioner Leinbach reported weekly contracted cleaning services are in place, as well as the provision of certain PPE supplies.  
Ron Seaman reported the requests for plexiglass for courtrooms, etc. is underway.
- Row Officers -
  - i. Prothonotary, Reg. of Wills, Clerk of Courts, Sheriff, DA –  
Commissioner Leinbach will schedule a meeting next week to discuss needs or concerns with Row Officers.
  - ii. Coroner, Controller and Treasurer –  
Commissioner Rivera did not have a meeting this week.
- GRCA / Rebuilding Berks – Commissioner Rivera reported a meeting was held yesterday dealing with communications, marketing and education, and also working on putting together loan guidelines.  
Commissioner Rivera reported he is asking local municipalities if they would be willing to relax their zoning and parking restrictions for restaurants to expand their outside seating areas, and noted the PLCB put out new guidelines addressing this issue.

- Co-County Wellness/Contact Tracing –  
Commissioner Barnhardt reported Co-County Wellness will start contact tracing in conjunction with the Department of Health, but the issue remains who will pay Co-County Wellness.
- Witt O'Brien, LLC –  
Commissioner Barnhardt asked if the Board would agree to the possibility of expanding the scope of work for Witt O'Brien's to include other County entities, i.e. local municipalities, small businesses, City of Reading, Food bank, etc. Witt O'Brien has reviewed the contract and said they can do this by providing webinar series and trainings to assist in finding funding for their specific entity. Both Commissioner Leinbach and Commissioner Rivera support expanding the scope and having Witt O'Brien's include these additional services. Commissioner Leinbach will send a press release next week letting the public know this service will be provided by the County.
- Governor Wolf/CARES Act –  
Commissioner Barnhardt is still seeking clarification of what funds are available to the County from the CARES Act. Commissioner Leinbach reported he asked the Governor's Office for the perimeters for going from Yellow to Green. They are stable or reduced case count in a 14 day period (Berks consistently reducing case count); contact tracing must take place (Co-County Wellness); hospital bed availability (not an issue for Berks County); and testing 2% of population (we need clarification).

#### 4. Actions and Next Steps

- Truck Show at Berks County Fairgrounds – June 20  
The Commissioners agreed because it is an outside event, and as long as they can operate under the Yellow rules, the County does not have a problem.

Christine M. Sadler called for an Executive Session after the meeting.

There being no further business, the meeting adjourned at 2:04 P.M.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk