

## **Phase 3 Recovery and Beyond Minutes July 23, 2020 at 1:00 p.m.**

The Berks County Board of Commissioners met on Thursday, July 23, 2020 at 1:00 P.M. via Microsoft Teams Live pursuant to due notice to Board members and the public.

1. Saving and Efficiency Team (SET) Report –

On behalf of the SET, Commissioner Barnhardt presented the final report and recommendations. Commissioner Barnhardt said the mission of SET was to seek out information and innovative ideas from County and Court officials, department heads and employees in the workplace, and where appropriate, apply those ideas and concepts to County government.

Commissioner Barnhardt reported short- and medium-term concepts consisted of “low hanging fruit” and should be implemented in 2020-2021 calendar years, and long-term should be implemented in calendar years 2022-2024.

Commissioner Barnhardt emphasized these are recommendations and opportunities that will need final approval and authorization by the Board of Commissioners.

The three main themes used as guiding principles in determining savings and efficiencies were the use of telework, enable E-business solutions and virtual meetings/collaboration.

Commissioner Barnhardt noted that some departments and the Courts have already implemented some of these recommended savings and efficiencies to great success and cost savings to the County.

Prothonotary Jonathon DelCollo thanked the Commissioners and County senior leadership for doing an exemplary job during this crisis, echoing Commissioner Barnhardt’s comments on telework. Most Row Officers have implemented telework, adding this crisis has forced the County to rethink how we do business and how we can make substantial changes to efficiencies and the community.

Mr. DelCollo noted the Register of Wills is doing almost all his business virtually, with no public coming into the office, and indicated seeing signs of efficiencies.

The County Treasurer is close to implementing a tax claim module and a tax payment module which will create a lot of efficiencies by paying online.

The Clerk of Courts is looking into efilings similar to the Prothonotary’s efilings system.

The Sheriff’s Department will be updating its mobile app to allow for carry-out permits, and the District Attorney is working with the Sheriff and Solicitor’s Office and Warden to do electronic finger printing. Both new processes will be cost savings.

At the conclusion, Commissioner Barnhardt asked for the Plan to be approved. Commissioner Leinbach said he would entertain a motion.

Commissioner Barnhardt motion to formally adopt and approve the SET Plan. Said motion was seconded by Commissioner Rivera, and the motion carried.

2. Sub-Committee Reports
  - Team A Report – Commissioner Leinbach  
Team A held its last meeting yesterday, and has one department to go over actions.
  - Team B Report – Commissioner Rivera  
Nothing to report and no action required.  
Requested an Executive Session at the conclusion.
3. Liaison Reports • City Liaison – Commissioner Rivera  
Reported the City of Reading held Census Day Tuesday.  
Will be meeting every two weeks until COVID/rent is under control.
4. Court Liaison – Commissioner Leinbach  
Nothing to report.
  - Row Officers
    - i. Prothonotary, Reg. of Wills, Clerk of Courts, Sheriff, DA –  
Has a call with the Row Officers on Monday.
    - ii. Recorder of Deeds, Coroner, Controller and Treasurer – Commissioner Rivera – Nothing to report
5. GRCA Rebuilding Berks – Commissioner Rivera  
GRCA started the public relations campaign and he will be on WEEU’s Feedback Show tomorrow.
6. Co-County Wellness/Contact Tracing – Commissioner Barnhardt  
Must find a way to get the message out to discourage large gatherings and to continue wearing masks.
7. Whit O’Brien – Commissioner Barnhardt  
Received a \$49,920 invoice from Strunk Media Group concerning Rebuild Berks.  
Ready to move to the next step in the Survey to the application process.
8. Governor Wolf – Nothing to report.
9. Helping Harvest – Commissioner Barnhardt  
Filled out the Assessment survey and will try to figure out what we can give.
10. Actions and Next Steps  
Commissioner Rivera will be absent for next week’s meeting. It was agreed to cancel the meeting for July 30, 2020.

The meeting adjourned at 1:50 P.M.

Went into Executive Session.

Respectfully Submitted,

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Maryjo Gibson, Chief Clerk