



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
March 17, 2022
1:00pm-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

County of Berks Staff in Attendance

Jessica Blauser, Executive Asst to Commissioner Barnhardt
Traci Rhoads, Administrative Asst to Warden Smith

Public in Attendance

None

County of Berks Owner's Representative, CGL

Rick Davidson, Project Director
Chloe Jaco, Director of Programming
Chris Monsma, Needs Assessment Coordinator
Babette Macy, Communications

REVIEW OF AGENDA

1. Call to Order
Commissioner Barnhardt called the meeting to order.
2. 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.
3. Public Comment on Specific Agenda Items
Commissioner Barnhardt asked if any public were present to comment on the agenda. There was no public in attendance at the meeting.

4. Project Status Update by CGL Companies, Inc.

a. Review of Schedule

Rick Davidson shared the project schedule with the steering committee. He discussed the current status of the work being performed in concurrence with the schedule. All work progressing in accordance with the schedule. No changes have been made to the timeline.

Action Item: CGL to develop schedule for Programming phase for Steering Committee review.

b. Action Item Follow-Ups

Action Item: CGL to develop a draft statement on the project's goals for sustainability for Steering Committee review. – In process

Action Item: CGL Team and the Warden work to develop the Transition Team. – In process. The Warden gave an update that he has identified his transition coordinator and is working to engage four additional people to the transition team.

Action Item: CGL Team will work with Jessica Blausler to distribute and publicize weekly agenda and meeting minutes. – Complete and ongoing

Action Item: Babette to update the Steering Committee on the Mission Statement, Tagline, Branding Materials. – In process

Action Item: Ron to update Babette on the preferred Spanish dialect. Meeting was held earlier today, March 17th, with a proposed consultant to assist with the Latino communication on the project with Ron, Stephanie, Jessica and Commissioner Rivera's assistant, Barbara Lopez. Ron asked the consultant, Puente, to join the Steering Committee today for a discussion on the approach of their involvement.

Action Item: Stephanie to engage the County's IS team on the project website. – Meeting was held and decisions made in concert with the IS Department for moving forward with sub domains and domains for the project website.

c. Review of Deliverables

There were no deliverables to review at this meeting.

d. New Business

Chloe inquired on the possibility of touring two recently completed facilities in near by states to learn about the advancements made in mental health and to view the modern planning concepts which have been implemented. The steering committee was open to visiting the facilities. Chloe suggested the tours occur in April. Ron asked Chloe to send information on her suggested locations and the details for visiting.

Action Item: Chloe to provide Ron with information on facility tours.

Commissioner Barnhardt inquired on the interview Chris had with the Sheriff.

Action Item: Commissioner Barnhardt will set up a call for Chris and the Sheriff.

5. Communication Update

Babette began the update with the introduction of Rob Flores from Puente Communications. She indicated she has worked with Rob and Puente on projects which require Spanish communication services. Rob provided an introduction to Puente for the steering committee and explained their philosophy and approach to translation and communication with the Latino community. Babette emphasized the importance of transparency and trust with the entire community of Berks County. She felt Rob's background would benefit the project based on the large Latino community in the County of Berks. Ron suggested Rob send him details on their firm's capabilities and services along with a proposal to provide translation services for the jail project.

Action Item: Babette to follow up with Puente on the specific scope items for their proposal to the county.

Babette began the discussion of public outreach with the steering committee. She indicated her team is gathering information related to the specific community stakeholders and organizations who would be interested in project status updates. The steering committee indicated they would review the list of stakeholders and continue to give Babette feedback on groups that should be included. Babette shared her team will begin getting on agendas for the stakeholder groups to begin the conversation of the new facility. She will continue to work with Stephanie and Jessica on the specific stakeholders and respective calendars. Babette indicated her team will develop talking points and other tools such as the website to assist with the in-person meetings.

Action Item: Steering Committee to send Babette organization with contact names for public outreach.

The steering committee reviewed the mission statement, tagline and logo for the branding of the project. Comments were made on both. Stephanie indicated she would share the recommendation of these items with the other two commissioners. Comments were made on the logo and Babette will provide the committee with a revision at the next meeting.

Action Item: Stephanie to share recommendation of mission statement and tagline with commissioners. Babette to update the logo and share revision with the steering committee at the next meeting.

Babette shared the current activity associated with developing the website.

Action Item: Website is being developed and a draft will be shared with the steering committee in mid-April.

Babette inquired on the timing for the next few meetings. Jessica suggested we conclude each meeting with a next meeting date to inform the committee on when to meet next. There will not be a meeting next week.

6. Executive Session

There was no Executive Session conducted.

7. Public Comment

Not applicable.

8. Adjournment

Ron made a motion to adjourn at 2:15 p.m., seconded by the Warden.

Next Meeting: March 31, 2022