



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
March 3, 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 Blausler, Executive Asst to Commissioner Barnhardt
Traci Rhoads, Administrative Asst to Warden Smith

Public in Attendance

None

County of Berks Owner's Representative, CGL

Chloe Jaco, Director of Programming
Chris Monsma, Needs Assessment Coordinator

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

Ms. Jaco confirmed the project is on schedule as previously presented for the Communications Plan and Needs Assessment Update. Preliminary results from the Needs Assessment Update will be provided at the March 31 Steering Committee meeting. Mr. Monsma provided an update on stakeholder internal interviews, noting only six were left to be conducted. Ms. Jaco noted that a schedule for the Programming phase is being developed.

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

b. Action Item Follow-Ups

Ms. Jaco noted the following status on action items from the previous meeting.

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

Action Item: CGL Team will work with Jessica Blauser 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. – In process

Action Item: Jessica and Commissioner Barnhardt to send public stakeholder list to Babette. – Received

c. Review of Deliverables

There were no deliverables to review at this meeting.

d. New Business

There was no new business identified.

5. Communication Update

Warden Smith requested that the Steering Committee and project team review the current mission statement and logo and compare to ones proposed to ensure everything is captured and to recognize the facility has a correctional focus as opposed to treatment focus.

Commissioner Barnhardt discussed the need for the Communication Plan to include a strategy and schedule for external stakeholder group meetings. Commissioner also commented that the Wyomissing Library has offered their location for public meetings.

There was a general discussion on where to post the meeting agenda and minutes for the public to locate until the project website is established.

6. Executive Session

There was no Executive Session conducted.

7. Public Comment

Not applicable.

8. Adjournment

Mr. Seaman made a motion to adjourn at 1:13 p.m., seconded by Mr. Williams.

Next Meeting: March 17, 2022