



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
March 31, 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 Blausen, Executive Asst to Commissioner Barnhardt
Traci Rhoads, Administrative Asst to Warden Smith

Public in Attendance

Crystal Kowalski, Wyomissing

County of Berks Owner's Representative, CGL

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 at 1 pm.
2. Public Comment on Specific Agenda Items
There was no public comment on agenda items.
3. 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.
4. Project Status Update by CGL Companies, Inc.

a. Review of Schedule

Chloe Jaco shared the project schedule with the Steering Committee. She discussed the current status of the work being performed in concurrence with the schedule. All work is progressing in accordance with the schedule. No changes have been made to the timeline.

Resolved Action Item: CGL to develop schedule for Programming phase for Steering Committee review. In progress - Chloe shared a schedule of the program.

New Action item: Chloe to provide information of facilities to be toured as part of programming phase.

New Action Item: Steering Committee to provide any questions to Chloe in advance of facility tours.

b. Action Item Follow-Ups

In Progress Action Item: CGL to develop a draft statement on the project's goals for sustainability for Steering Committee review. Proposed statement attached as handout.

Resolved Action Item: Chloe to provide Ron with information on facility tours. Chloe is coordinating with the Steering Committee on tours.

In Progress Action Item: Commissioner Barnhardt will set up a call for Chris and the Sheriff. In progress – Chris is working to get an interview scheduled.

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

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

Resolved 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. Mission statement and tagline being shared; logo finalized at March 31 meeting.

In Progress Action Item: Website is being developed and a draft will be shared with the Steering Committee in mid-April. Ongoing. Preparing to review a draft of the website at the April 14 Steering Committee meeting.

New Action item: Chris to interview new stakeholder group – Reading Berks Conference of Churches

c. Review of Deliverables

There were no deliverables to review at this meeting.

d. New Business

Babette presented a sustainability statement in response to public inquiry. Babette asked for input on statement. Once affirmed, Stephanie will provide the response to public inquiry.

New Action item: *Steering Committee to review sustainability statement for affirmation at April 14 meeting.*

Resolved - Babette reported responses to public inquiry are in progress and should be finalized soon.

5. Communication Update

Babette provided an update on the communications outreach plan and community stakeholder outreach. Her team is working with Jessica and Stephanie to gather information on group meetings and the best way to reach them. Outreach will start with introductory meetings in May.

Babette provided an update on communications tools. The mission statement and tagline are being incorporated into communications. The Steering Committee reviewed logo options and landed on a preferred logo to be used throughout the project. The Steering Committee will review a draft of the website at the April 14 meeting before the site goes live in mid-May. The site will include project information, opportunity to sign up for updates and meeting minutes and presentations.

New Action item: *Babette to move forward with preferred logo and begin compiling brand tool kit items and templates.*

Babette provided an update on the discussion on Latino communications. Marketing and translation firm Puente is putting a proposal together to support a variety of tasks, including translation of website and meeting minutes. Puente suggested minutes be translated in an audio file.

New Action item: *Babette to get sample audio file from Puente.*

6. Executive Session

Ron Seaman requested Executive Session for personnel discussion with no action required.

7. Public Comment

Crystal Kowalski asked for clarification on the April 14 meeting and whether the needs assessment will have a bed count projection. Chloe responded that the presentation will be the needs assessment update and will include a range of numbers. The final needs assessment will not be complete and

finalized until May. The presentation for the update to the needs assessment will be posted online. Crystal asked how quickly action would be taken after bed count projection was revealed to ensure the public has enough time to review projections. Chloe responded the data collection phase will not be complete until the end of August. All information will be posted on the project website when it is finalized.

8. Adjournment

Bob Williams made a motion to adjourn at 1:44 p.m., seconded by Ron Seaman.

Next Meeting: April 14, 2022