



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
May 12, 2022
2:15pm-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

Visioning Sessions Public Attendance

Jane Palmer, Wyomissing
Crystal Kowalski, Wyomissing
Judge Arthur Grim (Retired), Wyomissing
County Leadership who participated in the
Visioning Sessions
Chief Stephanie Smith
Deputy Warden Jeff Schearer
Cpt. Miguel Castro
Sergeant Glenn Spotts
Sr. HR Generalist Kelly Stumpf
Clinical Supervisor Jessica Collins
Tiffany Himic
Steve Weber (Court Admin)
Trista Oxenreider (Court Admin/CJAB)
MDJ Carissa Johnson
MDJ Chieffo
Chief APO Dan Heydt
Public Defender Glenn Welsh
Judge Scott Lash (Prison Board)
DA John Adams (Prison Board)
Controller Sandy Graffius (Prison Board)
Angela Frantz (Admin Assistant to Controller)

County of Berks Staff in Attendance

Jessica Blauser, Executive Asst to Commissioner Barnhardt
Traci Rhoads, Administrative Asst to Warden Smith
Brittney Frankowski, Executive Asst to Ron Seaman
Barbara Lopez, Executive Asst to Commissioner Rivera
Anne-Marie Yocum-Grill, Executive Asst to
Commissioner Leinbach
Commissioner Michael Rivera

County of Berks Owner's Representative, CGL

Chloe Jaco, Director of Programming
Babette Macy, Communications

REVIEW OF AGENDA

1. Call to Order

Commissioner Barnhardt called the meeting to order at 11:15 am.

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. Visioning Session

CGL conducted a visioning session with key project stakeholders and members from the public. The findings from the session will be included in a separate report. Commissioner Barnhardt indicated he would like the tour notes shared with the participants from the visioning session. He asked that the notes be compiled with relevant photos from their trip.

Action item: Jessica to work with the jail staff to compile notes with relevant photos and send to the participants of the visioning session.

Action item: CGL to prepare a report from the visioning session.

5. Project Status Update by CGL Companies, Inc.

a. Review of Schedule

Chloe Jaco shared the project schedule with the Steering Committee.

b. Action Item Follow-Ups

Action items from April 21 meeting

- Ron to review Puente scope of work and submit for approval. *Complete*

Action items from 5/5 meeting

- Commissioner Barnhardt and his staff will compile report from tours to share with Steering Committee and Board of Commissioners. *Complete*
- Babette to provide copy about the tours for the website. *In progress*
- Stephanie to inquire into TV ads from Columbus. *In progress*
- Steering Committee to review website and provide comments by May 12. *Complete*
- Chloe to provide information to add to website timeline of activities prior to current scope of work. *Complete.*
- Babette and Stephanie to discuss adding project articles to the website. *Complete.*
- Jessica to share site with solicitor's office to review verbiage. *Complete*

c. Review of Deliverables
There were no new deliverables at the meeting.

d. New Business

6. Communication Update

Babette Macy inquired to any comments on the website. There were none mentioned. She indicated a branding guide has been completed on SharePoint. Jessica Blausler and Stephanie Weaver will have access to the guide for the County. Babette shared she saw the email from Ron Seaman to Puente. She indicated she would follow up with Rob from Puente on the scope of work.

Action item: Babette to follow up with Puente on their proposal.

7. Executive Session

There was no Executive Session

8. Public Comment

There was no one from the public present at the end of the meeting.

9. Adjournment

Commissioner Barnhardt made a motion to adjourn at 2:53 p.m., seconded by Warden Smith.

Next Meeting: June 2, 2022