



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
May 5, 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
Brittney Frankowski, Executive Asst to Ron Seaman
Barbara Lopez, Executive Asst to Commissioner Rivera
Anne-Marie Yocum-Grill, Executive Asst to Commissioner Leinbach

Public in Attendance

None

**County of Berks Owner's Representative,
CGL**

Rick Davidson, Project Director
Chloe Jaco, Director of Programming
Babette Macy, Communications

REVIEW OF THE 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 updates to the schedule to reflect the review process identified moving forward.

There was a discussion around posting the presentation of the Needs Assessment along with the final report; the Steering Committee agreed both should be posted on the project website once the report is approved by the Board of Commissioners in late June.

Action item: *Babette to post Needs Assessment presentation and final report on project website when it is finalized and approved.*

b. Action Item Follow-Ups

Action items from April 21 meeting

- CGL to update verbiage on schedule to more thoroughly reflect end of pre-design/construction services. *Schedule update provided in today's presentation.*
- Jessica to provide an announcement that the public is invited to attend the May 12 Visioning Session. *Complete – Stephanie mentioned there are 30 RSVPs to date.*
- Ron to review Puente scope of work and submit for approval. *In progress; Babette to set up discussion between Ron, Stephanie and Puente.*

c. Review of Deliverables

There were no new deliverables at the meeting.

d. New Business

i. Jail tour update – Nashville and Columbus

Commissioner Barnhardt and his team are compiling notes and will issue a report to share with the Steering Committee and Board of Commissioners. A news update will be posted to the project website.

Commissioner Barnhardt referenced TV ads in Columbus Ohio that were used as recruitment tools for COs.

Action item: *Commissioner Barnhardt and his staff will compile report on tours to share with the Steering Committee and Board of Commissioners.*

Action item: *Babette to provide copy about the tours for the website.*

Action item: *Stephanie to inquire into TV ads from Columbus.*

5. Communication Update

Babette shared a preview of the website which will go live in June. The Steering Committee suggested the project timeline reflect the years of work on the project dating back to 2018. The Warden requested the website verbiage be run by the County Solicitor.

Action item: *Steering Committee to review website and provide comments by May 12.*

Action item: *Chloe to provide information for timeline of activities prior to current scope of work.*

Action item: *Babette and Stephanie to discuss adding project articles to the website.*

Action item: *Jessica to share site with solicitor's office to review verbiage.*

Public outreach will begin once the website is approved by the Board of Commissioners and is live, which should be in mid to late June.

Babette discussed upcoming communications milestones. A draft of the Needs Assessment will be provided to the Steering Committee on May 12; it will be presented to the Board of Commissioners on May 26, and they will have until June 2 to provide comments. The final report will be issued to the Steering Committee on June 16.

6. Executive Session

There was no Executive Session

7. Public Comment

There was no one from the public present.

8. Adjournment

Ron made a motion to adjourn at 2:03 p.m., seconded by Warden Smith.

Next Meeting: May 12, 2022 - Visioning Session at 11:15 am + Steering Committee starting at 2:15 pm.