



**Meeting Minutes
Steering Committee
Berks County Correctional Facility
June 30, 2022
1:00 - 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 Blausner, Executive Asst to Commissioner Barnhardt
Brittney Frankowski, Executive Asst to Ron Seaman
Barbara Lopez, Executive Asst to Commissioner Rivera
Anne-Marie Yocum-Grill, Executive Asst to
Commissioner Leinbach
Traci Rhoads, Administrative Asst to Warden Smith

Public Attendance

Crystal Kowalski, Wyomissing
Peggy Kerschner, Co-Executive Director BCPS

County of Berks Owner's Representative, CGL

Rick Davidson, Project Director
Bret Firfer, Programming
Babette Macy, Communications

REVIEW OF AGENDA

1. Call to Order
Commissioner Barnhardt called the meeting to order at 1:04pm.
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

Babette Macy shared the project schedule with the Steering Committee indicating no changes since the last time they viewed the document.

b. Action Item Follow-Ups

Action items from 6/23 meeting

- Babette referenced the call with Stephanie, Puente and Commissioner Rivera's office to discuss Spanish translation of full Needs Assessment versus Executive Summary. Stephanie shared she has visited with Commissioner Rivera and Ms. Lopez. They agreed with a Spanish Executive Summary and Puente to visit in person when visiting with the Latino community about the document to gauge the outreach in this fashion. Babette to reach out to Rob Flores to share plan.
- Ensure fact sheets are translated into Spanish. *In progress*
- Commissioners to review list of community organizations and provide any additional groups to Stephanie / Babette. *In progress*
- CGL to provide notes from the public comments received on Needs Assessment by July 12. *In progress*

c. Review of Deliverables

CGL discussed with the Steering Committee a schedule for a response on the public comments regarding the Needs Assessment. Due to holiday, we will push back the needs assessment to the full board of the commissioners to July 28th. CGL expressed the public comments along with the CGL responses may be an appendix to the needs assessment. CGL expressed the comments received to date do not represent a change to the recommendation of the number of beds, but require an explanation between 2018 and 2022 data used.

d. New Business

Commissioner Barnhardt inquired to Crystal Kowalski's public comments of the needs assessment and asked if CGL had interviewed her for the report. Ms. Kowalski indicated she had not been interviewed. Rick Davidson indicated he would reach out to Chloe Jaco and she could provide an update. Bob Williams indicated he would be available for a meeting with Ms. Kowalski as well.

Bret Firfer reported that we were on target to submit a draft space program to the jail team on Friday, July 1st. He indicated comments for the program with the jail team will follow within two weeks along with written comments to the program in that timeframe. A follow up meeting with the jail team will occur in the next week to go over the mental health housing numbers.

5. Communication Update

The communication update was covered in the action items.

6. Executive Session

There was no executive session

7. Public Comment

No public comment

8. Adjournment

Ron Seaman made a motion to adjourn at 1:22 p.m., seconded by Stephanie Weaver.

Next Meeting: July 14, 2022.