

Meeting Notes

Attending/Present

Discussion Items

ACRC Commissioners	ACRC Interns	MMD Commissioners
Joan Ramsey	Nicholas Glass	Dominic Mazza
Warren E. Hamilton	Liane Espino	Adrienne Kissee
Larry Volk		Marie Campbell Allen
Patricia Sibia		Larry Mauldin
Thomas Clingan		Keshana Cody Owens
Sita Subbaran		Constance Graves
Leif Hartmark		
Julia Reeb		
Mark McCumber		

Minutes of meeting of 1/3

- Discussion on the official record (meeting minutes) and how much detail to include.
- Meeting minutes approved as drafted.
- Everybody came to a decision that the excel tracker list should still be updated and included in the minutes

Reference checks on counsel and mapping consultant

- Update from Tom on the contract board meeting. They approved both contracts (New York Law School & App Geo)
- Reference checks done for both firms came back positive where received.

Admin Notes

- Patricia, Marie, Joan, and Keshana had a meeting about the website format

- Website meeting concluded that the website would have one landing page which will feature both the background of the law and significant things of redistricting, but it will branch off into separate pages for the commission and MMD
- Mark shared and updated the timeline for everyone to review and come back with comments
- Mark noted that we have to start discussing when will be the first hearing

Other:

- Status of MMD is that the RFPs for counsel and mapping for the MMD are scheduled to go out the 13th with responses due on the 28th
- Larry said he'll follow up with Pat Collins on the consent decree of the last lawsuit.
- Discussion about contacting the firms prior to contract signing to plan ahead
- Larry or the law department will contact the 2 contractors to tell them their contacts are approved and what are the steps moving forward
- It was noted that we need more information on where we can get the GIS data

Actions, Issues Decisions

Items Added:

Date	Item Type	Grouping	Item	Owner	Status	Comments
1/10	Decision	Admin Support	Commission wants the minutes to be more succinct (take out specific quotes unless very significant)	commission	Closed	Dissenting voice: Joan
1/10	Action	Admin Support	Commission approved the previous meeting minutes	Commission	Closed	
1/10	Decision	Timeline	Need to wait for contract approval and training session to get a better idea of our timeline	Commission	Closed	1/11/22: Able to contact both vendors as per county attorney
1/10	Decision	Mapping RFP	Commission wants to wait for official contract approval before reaching out to App Geo	Commission	Closed	
1/10	Action	Contract Approval	Tom will reach out to Pat Collins to determine the timeline for contract approval	Tom Clingan	Closed	1/10/22 - Tom confirmed
1/10	Action	MMD Subcommittee	MMD RFP's scheduled to go out on the 13th and come back on the 28th	MMD Subcommittee	Open	
1/10	Decision	Admin Support	Maintain excel tracker list and add to minutes	Commission	Closed	

Items Open:

Date	Item Type	Grouping	Item	Owner	Status	Comments
12/27	Action	Admin Support	Need to create file of previous commission meeting minutes and notes	Interns	Open	1/13/22: Interns will do recaps in smaller groupings, starting from most recent first 1/3/22: Will occur over multiple weeks
12/27	Action	Admin Support	Create a contact sheet and distribute it to ACRC commission members and MMD members	Interns	Open	1/13/22: Still missing some 1/6/22: Liane distributed for updates from Commissioners 1/3/22: Liane to create

12/27	Open Item	Admin Support	Look at intern created share point website to decide if the commission wishes to use it	Commission	Open	1/17: Look at using OneDrive and upload to Sharepoint when Final 1/3/22: All commissioners to review
12/27	Open Item	MMD	MMD committee's goal is to get RFPs out, pulling together bios for each member of the subcommittee to have them published on the website	Marie	Open	RFPs were published on Thursday. TU didn't publish the mapping RFP's. Tuesday for the Mapping RFP for TU. In Evangelist, did not note MMD, and still being worked on. Probably extend the deadline by 5 days for mapping.
12/27	Decision	Procedural	We should not send to outside parties commission communications	Commission	Open	1/10/22: Confirm if we can close this 1/17 - closed and agreed
12/27	Action	Website	Add a hyperlink to the FAQ at the top of the county website page	Patricia Sibia	Open	1/3/22: Patricia and Joan to work with MMD members on website layout and then make changes
12/27	Action	Website	Address issues that might affect the extra ACRC email address we are not using	Patricia Sibia	Open	1/3/22: Need to follow up with IT group
12/27	Action	Website	Wait for legal counsel and then add links to other laws pertaining to ACRC activity to the county website	Commission	Open	1/3/22: Needs to be discussed with website design and and determine which documents need to be added
12/27	Open Item	Website	Need to decide if we want to place our zoom recordings on the county website	Commission	Open	
1/3	Action	Admin Support	Get county emails for all MMD members	Marie	Open	1/16 - 2 MMD's not set up on County emails. Working through it with John LaFountain; add them manually until they get set up 1/3/22: MMD members will not have access to sharepoint or be added to group emails until they have a county email

1/3	Open Item	Admin Support	Need to determine the extent of Albany county employees involvement in commission activities moving forward	Commission	Open	1/3 - will need to rely on them for where we are not familiar or need to have entry into systems we do not have.
1/3	Action	Contract Approval	sub-committee members will check final candidate references	Commission	Closed	1/10 - References checked so far have come back positive
1/3	Open Item	Legal Counsel	Create a reading list for commission members on laws pertaining to the redistricting process	Commission	Open	1/10: Joan brought this issue up again and the decision to wait for legal counsel to weigh in was reiterated
1/3	Open Item	Public Engagement	Tom had spoken with a Times Union reporter (Steve Hughes) this Tuesday wanting to know information on the redistricting commission. Will use Public Hearings as centerpiece of article going forward	Tom	Open	Revision
1/3	Open Item	Public Engagement	Do we need to hire someone for Public Engagement?	Commission	Open	
1/3	Action	Public Hearings	Need to determine public hearing dates and get back to times union reporter	Commission	Open	
1/3	Open Item	Public Hearings	We need to decide to what degree we are going to have joint Public Hearings with the MMD sub-committee	Commission	Open	
1/3	Open Item	Public Hearings	Commission needs to assign a commission member to take point on public outreach	Commission	Open	
1/3	Open Item	Public Hearings	Create a list of organizations the commission can reach out to for public outreach	Commission	Open	1/3 - Warren mentioned radio station; libraries also mentioned
1/3	Open Item	Timeline	Mark stated that the timeline can be updated for training needs and other detail items	Mark	Open	
1/3	Open Item	Website	How are we going to organize the county website pertaining to the level of separation between the commission and sub-committee	Patricia, Marie	Open	1/8 - meeting held with subgroup
1/10	Action	MMD Subcommittee	MMD RFP's scheduled to go out on the 13th and come back on the 28th	MMD Subcommittee	Open	