

## Albany County Redistricting Commission [Minutes: October 25, 2021]

### Attendance

ACRC Commissioners	Guests	
Joan Ramsey		
Warren E. Hamilton		
Larry Volk	Patrick Collins	
Patricia Sibia		
Thomas Clingan	Caitlin O'Brien	
Sita Subbaram		
Leif Hartmark		
Julia Reeb		
Mark McCumber		

Chairman Volk convened the meeting at 4:00 PM

### Discussion Items

#### Minutes of the previous meeting

There were no Minutes of the previous meeting available.

#### Counsel RFP:

- Larry Volk outlined the changes in the RFP wording re. local government, and extending the due date to after Thanksgiving.
- Patrick Collins indicated that he will contact the County Purchasing Department to expedite the RFP release. He also described the Purchasing Department's role in evaluating the RFP.

- Larry also noted some wording changes in the weighting of the evaluation criteria on experience. There was additional discussion on the wording of the RFP evaluation weights.
- The need was noted to finalize the evaluation tool before the bids are opened.
- Patrick clarified that the same team members can evaluate both the qualifications of bidders and the costs.
- Warren Hamilton, Tom Clingan, and Leif Hartmark agreed to serve on the evaluation team.
- Larry will send copies of the RFP to all Commission members.

### **MMD Appointments:**

- Larry proposed that the Commission members review the nominations and vote by email in the interest of expediting the process and enabling the MMD to get started.
- Tom moved that we review the applications and vote to confirm them by email, but withdrew the motion. A motion to appoint the three nominees will be included with the email vote.

### **Administrative Support:**

- The need for clerical support was identified, as well as technical assistance for organizing and conducting the public hearings.
- Recognizing the need to maintain independence from the County legislature, use of County staff should be avoided when possible. Patrick suggested hiring interns to assist with zoom and other technical support. Interns would be employed by the Commission.
- Patricia noted the need for more effective use of technology and available communication tools (e.g. shared documents etc.). Interns could also be utilized to maintain meeting notes and record decisions, actions and open items.
- Patrick offered to talk with the Human Resources Department to assist in hiring interns for the Commission. It was felt that two interns might be desirable, depending on skill sets and needed tasks

### **Timeline:**

- The draft timeline needs to be fleshed out with more detail and milestones. For example, Larry noted the need for an initial public hearing before the end of 2021. Several suggestions were made for augmenting the timeline.

### **Public Hearings:**

- Discussion of the timing and conduct of public hearings. Patricia also noted the need to use the Commission website as a means of receiving testimony at the public hearings. Patricia agreed to work with the County web master to build out the Commission website. Tom asked Patricia for insights from the State redistricting process, and whether we should conduct an early hearing to

solicit public comments in advance of developing any maps. There was general agreement to hold an initial public hearing for that purpose. There was also consensus to develop means for public input in advance of the map-making, including publishing a Commission email address on the Commission website

**MMD:**

- Larry suggested that the three MMD members be invited to attend the Commission meeting next week for introduction and orientation to the Commission.
- 

**Next Meeting:** Monday November 1 at 4:00 PM

**Action, Issues, Decisions**

**Items Added This Week:**

<b>Date</b>	<b>Item Type</b>	<b>Grouping</b>	<b>Item</b>	<b>Owner</b>	<b>Status</b>	<b>Comments</b>
10/25	Action	Technology	Need to develop the Commission’s website. Patricia will take for action in consultation with County webmaster.	Patricia in consultation with Patrick	Open	
10/25	Decision		Response deadline extended to after Thanksgiving. Pat Collins will confer with the Purchasing Department re format and evaluation process.	Larry Volk, Patrick Collins	Open	
10/25	Action	Counsel RFP	Develop evaluation tool for RFP	Warren Hamilton	Open	
10/25	Decision	Counsel RFP	Evaluation team was appointed.	Warren, Tom and Leif	Completed	
10/25	Decision	Administrative Support	Hire interns to assist with technology, communication tools, meeting minutes and related tasks. Two interns was suggested.	Patricia Sibilgia in consultation with Patrick	Open	

10/18	Action	Public Hearings	Need to set date for the first public hearing	Commission	Open	
10/25	Action	MMD appointments	Need to review nominees and confirm appointment of three MMD members.	Commission by email vote	Open	

Prepared by Leif Hartmark based on video recording of Zoom meeting