

Attendance

ACRC Commissioners	ACRC Interns	MMD Commissioners
Joan Ramsey	Nicholas Glass	
Warren E. Hamilton	Liane Espino	Adrienne Kisse
Larry Volk		
Patricia Sibia		
Thomas Clingan		
Sita Subbaram		
Leif Hartmark		
Julia Reeb		
Mark McCumber		
GUEST(S):	Caitlin O'Brien	Patrick Collins (at 5 pm)

Discussion Items

(Note: no attendance was taken, but most attendees were visible and those without video were identifiable.)

Chairman Larry Volk opened the meeting, giving an update on the Mapping RFP, which has been issued by County Purchasing. Larry was contacted by Purchasing because one potential bidder had questions:

1. Could bids be submitted electronically?
2. Could the response deadline be extended from 12/17 to 12/23?
3. What was the County's budget for this work?
4. Which of the two "contacts" in Purchasing was primary?
5. What was the time frame for this mapping work?

Larry asked for time to bring these questions to the full Commission, but Purchasing needed an immediate response, so he worked with Purchasing to respond as follows:

1. Purchasing requires a hard copy, which has not been a problem in previous bids.
2. Larry and Purchasing agreed to extend the deadline to 12/22 (since 12/23 falls right before a holiday.)
3. There is no set budget for this work.
4. Either contact person at Purchasing could be used.
5. The work should start as soon as possible and completed in Spring 2022.

There was a lengthy (25-minute) discussion about the requirement of a hard copy submission and extending the deadline, but consensus was reached that Larry's answers should stand.

Patricia reported on hiring of interns. 4 applications were received from UAlbany graduate schools (3 from Criminal Justice and 1 from Rockefeller College.) Patricia, Julia and Tom interviewed 3 of them; the fourth didn't respond to repeated requests. The 3 ACRC members ranked the interns, and recommend hiring Nicholas Glass and Liane Espino. Potential tasks for the interns were discussed, including transcribing the minutes of past meetings and creating a master list of ACRC members with contact information. Larry moved the approval to hire both recommended interns, with Leif seconding, which motion was unanimously approved.

Joan asked where we are with hiring Counsel. The lack of any proposals in response to our RFP means (under the County's procurement policy) that ACRC is free to solicit "quotations" for Counsel. Tom explained that he took the Counsel RFP and re-wrote it as a Request for Quotations, with the same requirements for qualifications, scope of work and evaluation. Purchasing will not be involved, and the quotations are to be returned to the Clerk of the Legislature by December 27. New York Law School had expressed an interest in providing Counsel services subsequent to the close of the RFP process, but no other attorney has done so. Lengthy (28 minute) discussion of how to solicit this work, with several Commissioners expressing reservations about the propriety of doing so. Joan voiced strong concern that relying on the Clerk of the Legislature's office in this RFQ could compromise ACRC's independence. There was consensus that the same three Commissioners (Warren, Leif and Tom) designated to evaluate the original Counsel RFP responses should evaluate the responses to the RFQ.

Several members had to leave the meeting, and it was suggested that Larry poll the members to find a date and time to meet again before next Monday. Agenda items to include website and MMD subcommittee. Meeting ended just after 5:11 pm (1:11:37 elapsed time.)

These notes prepared by Tom Clingan from the video recording of this 12/13/2021 meeting.

