

## Attendance

ACRC Commissioners	ACRC Interns	MMD Commissioners
Joan Ramsey	Nicholas Glass	<del>Dominic Mazza</del>
Warren E. Hamilton		Adrienne Kisse
Larry Volk		Marie Allen Campbell
Patricia Sibia		<del>Larry Mauldin</del>
Thomas Clingan		<del>Keshana Owens-Cody</del>
Sita Subbaram		<del>Constance Graves</del>
Leif Hartmark		
<del>Julia Reeb</del>		
<del>Mark McCumber</del>	Guest: Professor Wice Marisa Zanfardino	Guest: Priya Sankalia <del>Ashley Tardiff</del>

## Discussion Items

### Minutes of February 7, 14, 17, 2022

- Minutes were not approved as with Joan abstaining because she needed more time to review them, there was not a quorum.
- Minutes will be revisited in next meeting

### “Old Minutes” and Open/Closed lists

- The open and closed lists were approved by unanimous vote.
- The old minutes were approved by the commission.

### Open Meetings Law Implications and Compliance

- Professor Wice informed the Commission that all meetings by the commission that include the participation of a quorum where decisions are officially made need to be accessible to the public in real time for at minimum listening purposes.
- Professor Wice is going to check and see if recordings of previous meetings need to be publicly posted on the county website.
- The main requirement for Commission meetings is that a notice of commission meetings needs to be posted to the website at least 2 days in advance along with agenda of the meeting.
- Working meetings without a quorum do not fall under the same requirements, but no formal decisions can be made in them. Decisions can be only formally be approved with a quorum which fall under the requirement of publicly broadcasted commission meetings.
- Professor Wice recommended to the commission to not use Albany County email addresses for discussion and stating opinions but to focus on sharing data and information.

### **Joint Budget Committee Report**

- Joint Budget Committee reported that based upon preliminary estimates the commission and MMD are operating well within budget parameters. They plan on creating a uniform format for budgetary documentation that will be presented to the commission along with a review of their charge.

### **Joint Public Relations Committee Report**

- Joint Public Relations Committee has released a draft press release to the commission for review. The committee has already received feedback from other commission and MMD members and is hoping to be able to present a finished product to the commission soon.
- Leif mentioned that he was concerned that the draft press release seemed a bit to formal and stiff for its intended purpose. Tom felt that due to it being the first press release he felt the document was a very good starting point for new eyes trying to see where the commission is in its activities.
- Discussion was held regarding the impact of the press release on independent press coverages and what language should be used to encourage stories about the commission and its mandate.
- Larry Volk and Marie Allen Campbell agreed to allow their phone numbers to be released for the press so they could have an alternative means of contacting them.
- Some discussion was had about making the press release just a blanket public announcement that would be available to the public sooner than the press release.

### **Days and Times of “Second” Commission Meetings**

- Polls indicate the only other potential meeting time for the commission would be Sunday 6pm.

**Website**

- Patricia presented an outline document that showed the proposed website changes for the commission to review.
- Discussion was held on how to receive requests for public comment for the public hearing and whether time limits should be implemented.

**March 8<sup>th</sup> Public Hearing**

- Discussion was held regarding the formatting of the advertisement for the first public hearing.
- Discussions held about creating a group to spearhead finalizing public hearing details that is to meet Thursday at 4:30. This meeting would include Tom, Warren, Nick, representation from MMD and John Wemple, our Business Analyst, if available.

**Other**

- Patricia announced that Liane Espino will no longer be interning for the commission.

**Actions, Issues, Decisions**

**Items Added or Updated This Week:**

78	12/20	Action	Public Hearings	Figure out the extent the interns can help with setting up our future public hearings	Commission	Closed	2/25: Nick engaged 2/3: Interns will be included in planning 1/20: Patricia noted that interns can assist but not fully cover and plan
80	12/20	Action	Public Hearings	Need to discuss the process for initiating public hearings with the county	PH Working Group	Closed	2/25: Worked out with IT and Legislature 2/3: referred to the public hearing working group

90	12/27	Action	Admin Support	Need to create file of previous commission meeting minutes and notes	Interns	Closed	2/21: Prior meeting minutes approved 2/3: Commission members addressing past meeting minutes 1/13/22: Interns will do recaps in smaller groupings, starting from most recent first 1/3/22: Will occur over multiple weeks
117	1/3	Action	Public Hearings	Need to get back to times union reporter with dates for Public hearing	Tom	Open	2/21: Tom reached out again to him 2/3: Date set for March 1st
121	1/3	Action	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	2/24: work in process with web master 1/8 - meeting held with subgroup
140	1/24	Action	Admin Support	Reach out to County Exec office for our support needs. Support needed includes HR, Contracts, PR, Purchasing, Technology, Financial reporting	Warren	Open	2/25: Tom stating that Necole Chambers of Legislature to be our liaison 2/17: Warren has exhausted his efforts and if the service is still required it will be reopened and reassigned 1/27: Warren called the deputy county executive's office yesterday to see what our resources are. He was told that Michael McLaughlin, the Director of Policy, says that we have to work through the Chairman's office. He will reach out to the chairman's office next.

155	1/31	Action	Public Engagem ent	Sita, Leif, and Tom will each retroactively complete 3 meeting minutes for early meetings where none were created	Sita Leif Tom	Closed	2/21: All the previous meeting minutes have been created and approved by the commission 2/7: 6 have been completed and need to be reviewed and updated
165	2/14	Action	Mapping	Priya will send the updated county population number figures to the commission	Priya	Closed	2/21 - received map with deviations
176	2/17	Decision	Procedural	Julia will send out a poll to ACRC members to try and identify a good time to set aside for a second commission meetings	Julia	Closed	2/21 - Sundays at 6 pm is result of poll
178	2/17	Action	Website	The commission needs to place all of its existing meeting minutes documents on the county website	Commission	Open	2/24 - work in progress with web master
180	2/21	Decision	Admin Support	The commission needs to try and keep edits and files updated in a more central location (SharePoint) to be more accessible to all commission members and less confusing	Commission	Open	
181	2/21	Action	Admin Support	Commission needs to determine what its administrative needs are with the loss of one of the interns	Commission	Open	
182	2/21	Action	Legal	After setting up the YouTube account for live streaming, the commssion needs to provide 2 days notice to the public and the agenda and allow them to view our commission meetings in real time	Commission	Open	
184	2/21	Action	Public Engagem ent	The PR-subcommittee is going to present of draft of its first press release to the commission soon for approval	PR-subcommitt ee	Open	
189	2/21	Action	Public Hearing	Commission needs to determine if it wants to establish time limits on public comment for the public hearings	Commission	Open	

