

MD Redistricting Committee Agenda

Saturday, January 8, 2022

9:00 A.M.- 10:30 A.M.

Attendees: Marie Campbell, Constance Graves, Larry, Dominic, Keshana Owens-Cody, Adrienne

Meeting started at 9:15 a.m.

I. **Majority Meeting Updates**

a. Updates

- i. Minutes have been shared with the Commissioners. Please come prepared with any questions or concerns if you were unable to attend.

b. **Action Items**

- i. Keshana, and Marie are going to work with Patricia Sibilias and Joan Ramsey to develop the MMD Webpage.

II. **Outstanding Items**

a. (1) Commissioner

- i. Adrienne requested availability for an interview to be held this week for an additional candidate. Commissioners have scheduled the interview for **Thursday, January 13th, 2022, at 6 p.m.**

- b. (Request) Commissioners need to be more diligent in responding to emails, phone calls, etc.

III. **RFP Updates**

a. RFPs

Both RFPs are with procurement and will be released **on January 13th, 2022, with a return date of January 28th, 2022.** Final drafts of the RFPs were sent with recommendations to correct language reflecting Commission on Redistricting to MMD.

Discussion amongst Commissioners: This committee will need to play an active role in the RFP process. MMD may need to support the distribution and ensure organizations who have previously submitted know that this is a different RFP (ex. Benjamin Center, and The Center for Governmental Research).

Action Item: Marie and Dominic will meet with procurement to discuss publication.

b. Scoring and Evaluation

Each RFP will require three Commissioners to evaluate. Once proposals come in, a scoring sheet will be provided by Procurement.

Commissioners will need to quickly review and present their recommendations to the entire MMD subcommittee within a few days. This is important to ensure our selections can go before the contract approval board in February. (The Contract Approval Board only meets once a month).

Lessons learned from Majority- The majority commission had two teams that completed the scoring. Each team presented their selections during the last commission meeting and the commission approved their vendor selections.

IV. Budget Presentation

It is projected that the MMD budget will be approximately \$176,500*. Research has been conducted using the Majority’s current expenditure, as well as labor market rates for potential staff to be brought on to support the work of this subcommittee. This budget is inclusive of legal and mapping services which will go through the RFP process. The projection may need to adjust to reflect actual costs.

Budget Item	Description	Amount Requested
Legal Services	Legal services will be needed to support the MMD committee. Lessons learned include RFP and RFQ response time, solicitation, and budget.	\$60,000
Mapping Services	This service is critical to the work of the MMD. This service will draw the redistricting maps that include community input.	\$62,500
Interns	Interns will be needed to support the MMD. Interns may provide support with coordinating events, outreach, etc.	\$24,000 <ul style="list-style-type: none"> - 2 Interns - \$20 hr. - 40hrs. per week
Communications	Communications will support the Public Relations, and Engagement Strategy. They will build content to be shared with media, on our website, and answer to media requests.	\$15,000
Public Hearing Meetings	Funds will be set aside to provide the technical support needed to host a public hearing. Facilitators, marketing, technology, etc.	\$10,000 <ul style="list-style-type: none"> - 10 Meetings - \$1,000 each
Misc.		\$5,000
Total		176,500*

Action Items: Further refine budget as we go along to reflect actual expenditures. Share projected budget with the Majority Commission.

V. Communications

a. Website

- i. Bios have been submitted to Jennifer Cross. Once the 7th Commissioner is selected their Bio must be sent to Jennifer.
- ii. *Discussion: Website content:*
 1. There should be more information on relevant laws and statutes. Local Law 8 is the only law referenced and 2 other statutes should be referenced that have relevance. A link to learn more about the statute.
 2. More information on MMD commissioner role, and responsibilities.
 3. Advocated for a second page separate from the Majority Committee. Ability to accept submissions.
- iii. *Discussion: Promotional and Educational Public Information*
 1. Press Release should be done either in conjunction with the Majority Committee or separate to raise awareness of Redistricting.
 2. Other organizations want to make the public and groups aware of the redistricting process. Have them all participate on a press release about the redistricting efforts. (Ex. NAACP, Urban League, Capital District Latinos, Neighborhood Associations, etc.)
- iv. *Discussion: Public Relations*
 1. Role and Responsibilities
 - a. Heavily involved in public engagement.
 - b. Develop materials for public hearing and public meetings
 - c. Front person for any public inquiries
 - d. Maybe one of the community-based organizations can support this with payment from the commission.
 - e. Influencers and their engagement
- v. **Action Item:** Marie and Keshana will present website ideas and thoughts during Communications meeting immediately following MMD Subcommittee Meeting at 10:30 a.m. Saturday, January 8, 2022.

VI. Commissioner Updates

a. *New York State Independent Redistricting Commission*

- i. Elaine Frazier- was the President of the urban league and is on the state Redistricting Commission. The MMD is interested in obtaining best practices in moving the MMD forward. Adrienne will reach out to Elaine to see if she can attend our meeting on 1/15/22.

b. *Albany County Email*

- i. Some Commissioners do not have access to their emails. All are encouraged to get set up by 1/15/22.

c. Meeting Recordings

- i. Once all Commissioners have their emails, zoom meetings will be sent through the county emails and recorded and saved in our Shared Drive.

Meeting adjourned 10:15 a.m.

Communications Meeting
January 8, 2022
10:30 a.m. – 11:15 a.m.

Redistricting Commission

- I. Create a combined page that directs you to Albany County Redistricting Commission and to the MMD Subcommittee on Redistricting page.
- II. Content on the main page will include Information on the law, FAQs, and Commissioners (i.e., general information that applies to both groups).
- III. Commission Pages can reference each other's
- IV. **Action Item:** MMD will need to decide what will be on their separate page?

Web page Changes and Modifications

- I. Left drop down
 - a. Remove ACRC Commissioners
 - b. Leave FAQs
 - c. Leave Laws
 - d. Leave Guides
- II. Main Page
 - a. Background
 - i. Add FAQs
 - b. ACRC
 - i. Leave update
 - ii. Add link to main ACRC page
 - a. MMD
 - i. Create a high-level overview of the MMD for the box.
 - ii. Spell out MMD as it referenced in the bylaws
 - iii. Add link to main MMD page

Next Steps

- I. Create a high-level overview
- II. Design a framework for the website (template of information we want on the site)