

MMD Redistricting Committee Agenda

Saturday, February 26, 2022

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

Zoom Link:

<https://zoom.us/j/6910365412?pwd=Rm4rc1FDbDIJK0tXZ2xGZEdrUXZkUT09>

Meeting ID: 691 036 5412

Passcode: Hg7Ubj

- I. Approve 2.19.22 Minutes
- II. Old Business: Action Items
 - a. Code of Ethics (Marie)
 - i. Action: All Commissioners are to review and provide feedback by Tuesday, February 22nd, 2022.
 - b. Talking Points (Keshana)
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 - c. Open Meeting Law (Larry)
 - i. Action Item: Create a checklist to follow for each meeting.
- III. Upcoming Meetings (Reminders)
 - a. Monday, February 28, 2022- Commission Meeting (4 p.m.)
 - b. Tuesday, March 1st, 2022- Legal Education Session (7 p.m.)
 - c. Public Hearing Tuesday, March 8th, 2022 (4 p.m. – 7 p.m.)
- IV. Commissioners Report
 - a. Majority Updates- Marie
 - b. Budget- Larry
 - c. Operations- Dominic
 - d. Community Engagement- Adrienne/Keshana/Marie
- V. Next Steps

Agenda	Summary	Action Items
Approve Minutes		Minutes need to be approved.
<p>Old Business: Action Items</p> <ul style="list-style-type: none"> a. Code of Ethics (Marie) <ul style="list-style-type: none"> i. Action: All Commissioners are to review and provide feedback by Tuesday, February 22nd, 2022. b. Talking Points (Keshana) <ul style="list-style-type: none"> i. Action: All Commissioners are to review and provide feedback by Tuesday, February 22nd, 2022. c. Open Meeting Law (Larry) <ul style="list-style-type: none"> i. Action Item: Create a checklist to follow for each meeting. 	<p>No questions related to the revision of the Code of Ethics. Connie, Keshana and Adrienne approved the Code of Ethics.</p> <p>Talking points were approved.</p> <p>Larry reviewed Open Meetings Law from an implementation standpoint.</p>	<p>Larry to type up Open Meetings checklist to be used before every public meeting and hearing.</p>
<p>Upcoming Meetings (Reminders)</p> <ul style="list-style-type: none"> d. Monday, February 28, 2022- Commission Meeting (4 p.m.) e. Tuesday, March 1st, 2022- Legal Education Session (7 p.m.) f. Public Hearing Tuesday, March 8th, 2022 (4 p.m. – 7 p.m.) 	<p>Connie unable to attend the Legal Education Session on March 1st</p>	
<p>Commissioners Report</p> <ul style="list-style-type: none"> g. Majority Updates- Marie h. Budget- Larry i. Operations- Dominic j. Community Engagement- Adrienne/Keshana/Marie 	<p><i>RFP Updates</i></p> <p>Contracts with the Department of Law have been finalized and submitted to both vendors to sign, notarize and send back.</p>	<p>Commissioners should think about what should be on the website.</p>

Commission Meeting Update

Discussed the upcoming public hearing and display ads. It will be placed in the Times Union, Colonie Spotlight, and Altamont Enterprise. Proofs of the display ads are circulating amongst Commissioners for approval.

Public Announcement will also be made as a result of the public relations subcommittee.

Procurement guidelines related to PR being reviewed, as well as outlets to promote public hearings.

Legal

Jeffrey Wice discussed open meetings law. Video conferencing was discussed and if it needs to be done. He will dig deeper and present at an upcoming meeting.

Transparent meetings to the public. Jeffrey Wice discussed working in small groups, less than a quorum not needing to be recorded. These meetings would be considered work meetings. Any meetings where decisions are made need to be open to the public.

Redistricting Website- more information has been placed on the website. MMD should become knowledgeable on what is available on the website. It is a work in progress and more information will be added.

Website Committee- went over a list of items previously developed. Discussed functionality that needed to be developed to receive comments and inquiries from the public on the website. Discussion on setting up a YouTube channel for live public hearings and meetings.

Commission Agenda meeting

	<p>agendas and minutes will be placed on the website. Two days before the meeting, agendas must be placed on the website.</p> <p>Budget Meeting- meeting scheduled for 2/27.</p> <p><i>Public Hearing Meeting Updates</i> Larry, and Keshana unable to attend the meeting. Outline for the meeting provided.</p> <p><i>Community Engagement Updates</i> Adrienne, and Nassim provided updates to the contact lists formed for networking, education, public hearing, and public meeting attendance. Justine is updating documents to ensure they are consistent with Local Law 8.</p>	<p>Larry & Connie to attend budget meeting.</p>
<p>Next Steps</p>	<p>Walked through SharePoint to identify where documents are housed for review and references.</p> <p>Public Outreach and Engagement Plan presented. This is a list of activities that we need to get done now. Discussion around promoting the MMD in the community. Some upcoming events were discussed.</p> <p>Discussion on creating a PPT that introduces the Committee for community meetings, and public hearing.</p>	<p>Reminders to review SharePoint for documents, and emails.</p> <p>Nassim and Justine still need access to Albany County emails.</p> <p>Keshana to create a MMD Subcommittee Folder to house MMD Minutes, and documents in the Redistricting Commission Folder.</p> <p>Keshana to create a workplan based off of the public outreach plan.</p>

		<p>Keshana to develop a PPT.</p> <p>Commissioners asked to identify forums to present at and information to be presented.</p>
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