

Albany County Redistricting Commission [Minutes: October 18, 2021]

Attendance

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

Discussion Items

Minutes of the previous meeting

There were no Minutes of the previous meeting.

Counsel RFP:

- Joan raised a question regarding scope of services (e.g. requiring experience working with a municipal body). Larry noted that that requirement had been removed as a limitation, but it is still a consideration for the review of proposals.
- Patricia raised a question regarding the scope of the agreement regarding representation in the case of a lawsuit. Larry indicated that the representation would be limited to the Commission, and not the County.
- There was further discussion on the wording of the RFP and the evaluation weights.

- Tom suggested including a time table in the RFP, with a goal of finishing the Commission's work by June 2022 or September at the latest.
- Warren noted the need to finalize the evaluation tool before the bids are open.
- Tom inquired about the timeframe issuing the RFP and deadline for responses. Patrick outlined a prospective timeline for public notice, bid responses, and contract approval by the County.
- Warren inquired re the requirement for the Albany County Law Department to review the responses for compliance.
- Patricia noted the need to establish an overall timeline and budget. Also, the need to include the MMD in a budget. She suggested a subcommittee to develop a timeline.
- The evaluation criteria are included in the RFP. The evaluation tool is not included in the RFP, but needs to be consistent with it and more detailed. Patrick responded that the evaluation weights need to be included in the RFP. Julia concurred that the evaluation tool is separate and needs to be developed by the Commission.

Patricia asked for clarification on what needs to be clarified in the RFP. Larry outlined the prospective changes (e.g. reference to experience with municipalities, proposed timeline, and evaluation criteria.) **Technology:**

- It was decided to be consistent in our emails. Patricia requested a Commission email list. Tom noted that he still needed to set up his Albany County email address. Patricia also suggested that the Commission's County emails be forwarded to members personal accounts, and she clarified how each member could set that up. Patrick noted that forwarding doesn't work well forwarding to Gmail accounts. he use of "Sharepoint" was also suggested.

Transparency:

- Larry noted that we should use the County email for all Commission communication in the interest of transparency. He asked whether we should post announcements of Commission meetings. He also suggested the need to set a tentative date for the Commission's first public hearing. Patricia noted that the legislation calls for at least four public hearings. Patrick noted that hearings could be held virtually.
- Patricia suggested listing the MMD members and related information on the same Website as the Commission.
- Patricia suggested use of working groups to recommend timelines, budgets, and administrative practices. She volunteered to work on the Commission website.

Commission Tasks:

- Warren Hamilton agreed to develop an evaluation tool for the Counsel RFP.

- Mark McCumber agreed to develop a timeline.

MMD Recommendations:

- Javon reported that the Minority caucus chair has recommended the following members for the MMD:
 - o Marie Allen Campbell
 - o Adriane Smith Kisse
 - o Keshana Owens-Cody
- These nominees are to be appointed by the Commission. These three members, in turn, will recruit the remaining four members of the MMD.
- There was discussion on how to proceed to review and validate the prospective applicants. Patrick agreed to share the resumes of all those applicants for the Commission's review. Ja'Von was asked to inform Chairman Clay of the anticipated review procedure.

Follow-up:

- Larry noted that he will share his postings in an editable form and share the edits of the RFP, and update the contact list. "Sharepoint" will be the common venue for documents.

Next Meeting: Monday October 25, 4:00 PM

Action, Issues, Decisions

Items Added This Week:

Date	Item Type	Grouping	Item	Owner	Status	Comments
10/18	Action	Technology	Need to develop the Commission's website. Patricia will take for action in consultation with County webmaster.	Commission	Open	
10/18	Action	Counsel RFP	Final edits on the RFP to be done and shared with the Commission on Sharepoint	Larry Volk	Open	
10/18	Action	Counsel RFP	Develop evaluation tool for RFP	Warren Hamilton	Open	
10/18	Action	General	Develop timeline for Counsel support and the overall Commission process	Mark McCumber	Open	
10/18	Decision	Communication	Commission to use County email for all Commission business, and County Sharepoint will be used to share and edit documents.	Commission	Open	
10/18	Action	Public Engagement	Discussed the value of publishing announcements of Commission meetings	Commission	Open	
1/24	Action	Public Hearings	Need to set date for the first public hearing	Commission	Open	
1/17	Action	MMD appointments	Need to review nominees and confirm appointment of three MMD members.	Commission	Open	

Prepared by Leif Hartmark based on video recording of Zoom meeting