

APPENDIX P

Overview

This plan illustrates the MMD Subcommittee Community Engagement Plan. This plan outlines all of the duties associated with engaging community stakeholders in the Redistricting Process. Categories of work include Engagement and Communications. For each task defined each Commissioner will hold responsibility in making sure the task is complete, adopted and executed.

Definitions

Engagement: The Engagement section of the plan focuses on engaging the public and community stakeholders in the redistricting process. Activities may include: identifying community venues, community based organizations, neighborhood associations, coalitions, and opportunities to present in community forums.

Communications: The Communication section of the plan focuses on the messaging, and presentations that will be made available to the public. Activities may include: developing marketing materials, presentation decks, talking points, hosting and holding public hearings, etc.

R-A-C-I: To ensure roles and responsibilities are clear each one of the task will have someone that is responsible, accountable, consulted and informed of the task at hand.

R- The person **responsible** and assigned to fulfill the task.

A- The person or group held **accountable** for the fulfillment of this task.

C- Those that maybe **consulted** to support the fulfillment of the task.

I- Those that will be **informed** of the task being completed outside of those assigned to tasks and the R-A-C.

Community Engagement Tasks and Responsibilities**R****A****C****I****Stakeholder Identification**

Identify majority minority communities	Marie	MMD	Albany County	ACRC
Identify community based organizations	Connie	MMD	Keshana	ACRC
Identify neighborhood associations	Adrienne	MMD	Marie	ACRC
Identify MMD community champions and influencers (not legislative)	Connie	MMD	Adrienne	ACRC
Identify organizations that supported Census 2020 engagement	Dona	MMD	Marie	ACRC
Identify opportunities to present and promote the redistricting process to MMD communities.	Adrienne	MMD	Larry	ACRC
Identify meeting venues that are known to majority minority communities and can host hybrid (in-person/virtual) meetings	Larry	MMD	Marie	ACRC
Create a list serv to send information to key stakeholders as they are identified.	Connie	MMD	Marie	ACRC
Go to the meeting venues identified and ensure the venue is accessible.	Adrienne	MMD	Keshana	ACRC

Stakeholder Engagement

Present the MMD Committee to Community Stakeholders	Larry	MMD	Marie	ACRC
Educate Community Stakeholders on the Redistricting Process	Dona	MMD	Marie	ACRC
Present opportunities for Community Stakeholders to become involved in the Redistricting Process	Connie	MMD	Marie	ACRC
Seek input on public education, spaces in the community for forums, and the overall redistricting process	Connie	MMD	Keshana	ACRC

Public Hearings

Schedule and promote public hearings through community stakeholders	Adrienne	MMD	Marie	ACRC
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Communications Tasks and Responsibilities		R	A	C	I
Stakeholder Development					
Define Public Meeting	Dona	MMD	Marie	ACRC	
Define Public Hearing	Dona	MMD	Marie	ACRC	
Develop public announcement/press release/informational flyer introducing the MMD.	Marie	MMD	Albany County	ACRC	
Develop messaging to be shared with the public to engage MMD communities into the Redistricting Process. (Talking Points)	Keshana	MMD	Marie	ACRC	
Develop PPT deck that introduces the MMD to the public	Keshana	MMD	Marie	ACRC	
Develop PPT deck that educates the public on the MMD and the Redistricting Process	Keshana	MMD	Marie	ACRC	
Develop Public Meeting Materials- PPT, Facilitator, MMD Overview, Legal Engagement, Breakout Activities, Mapping Instruction, Feedback loop	Keshana/Marie	MMD	Dona	ACRC	
Develop Public Meeting Outline	Keshana	MMD	Marie	ACRC	
Develop informational flyer(1 page) that educates the public on Albany County Redistricting, and presents opportunities to get involved. (Publicize)	Keshana	MMD	Marie	ACRC	
Develop response time to emails from the community	Nassim	MMD	Marie	ACRC	
Set up a survey account to solicit feedback from the public	Marie	MMD	Keshana	ACRC	
Solicit feedback on meeting venues (virtual vs. in-person, and locations)	Nassim	MMD	Marie	ACRC	
Solicit feedback for ongoing communications (website, community bulletin boards, social media, etc)	Keshana	MMD	Marie	ACRC	
Public Meetings & Hearings Preparation					
Obtain availability for all Commissioners - March, April and May 2022	Keshana	MMD	Marie	ACRC	
Create a schedule of all upcoming meetings and events	Marie	MMD	Keshana	ACRC	
Create Open Meetings Law Checklist	Larry	MMD	Dona	ACRC	
Create template for meeting agendas	Keshana	MMD	Dona	ACRC	
Create template for meeting minutes	Keshana	MMD	Dona	ACRC	
Create space on the website for meeting recordings	Marie	MMD	Albany County	ACRC	
Learn how to host meetings on YouTube Live and Zoom	Keshana	MMD	ACRC	Albany County	
Create an MMD Facebook Page to host live meetings	Keshana	MMD			
Identify someone to respond to questions during public engagement meetings	Dona	MMD	Keshana	ACRC	
Ongoing Engagement					
Develop a community calendar on the webpage that showcases public hearings, and speaking engagements the MMD Committee may participate in.	Keshana	MMD		ACRC	
		MMD	Marie	ACRC	
Create a space on the webpage that hosts all meeting recordings, minutes, agendas, and resources referenced and shared during public hearings	Marie	MMD	Albany County	ACRC	
Publicize updates and upcoming meetings on the webpage	Marie	MMD	Albany County	ACRC	
Utilize the listserv as a means to share upcoming meetings and decisions	Nassim	MMD	Marie	ACRC	
Utilize Facebook as a means to share upcoming meetings and decisions	Keshana	MMD	ACRC	Albany County	
Respond to questions and emails in a timely fashion	Connie	MMD	Marie	ACRC	
Public Input					
Select Public Meeting Dates	Marie	MMD	Keshana	ACRC	
Select Public Hearing Dates	Marie	MMD	ACRC	ACRC	
Broadly Promote Meetings/Hearings	Marie	MMD	Larry	ACRC	
Acquire Recording/Transcription Services	Marie	MMD	Albany County	ACRC	
Post Public comments/submissions to webpage	Marie	MMD	Albany County	ACRC	
Develop electronic survey instrument	Keshana	MMD	Marie	ACRC	
Summarize/synthesize input for reporting	Keshana	MMD	Marie	ACRC	
Ensure timely response to any public input	Keshana	MMD	Marie	ACRC	