

**OFFICE OF THE ULSTER COUNTY LEGISLATURE  
MEETING MINUTES**

**NAME OF GROUP:** Commission On Reapportionment

**DATE:** February 16, 2011

**TIME:** 3:00 P.M.

**PLACE:** UCOB, Legislative Chambers, 6<sup>th</sup> Floor

**MEMBERS PRESENT:** Vernon Benjamin, Paul Benkert, Michael Catalinotto, Cynthia Lowe, Rich Messina, Dare Thompson, Bill West

**MEMBERS EXCUSED:** None

**OTHERS ATTENDING:** Bea Havranek, UC Attorney; Dennis Doyle, Planning Director; Robert Leibowitz, Sr. Planner; Sylvia Wohlfahrt, Director, IS; Rick Umble, IS Tech Team Leader; Vic Work, Commissioner of Elections; Hugh Reynolds, Reporter; Tom Kadgen, LWV; Lee Cane, LWV; Victoria Fabella, Deputy Clerk, Legislature; Fawn Tantillo, Beth Murphy, Michael Harkavy, Philip Schacter, Rokki Carr

- The meeting was called to order by Bill West at 3:05 PM.
- A motion was made by Richard Messina, Seconded by Paul Benkert, to approve the Minutes from the February 9, 2011 Meeting. All in favor, Carried.
- Sylvia Wohlfahrt, Rick Umble- Update: Commission Website

Sylvia and Rick demoed the website for the Commission. Vicky handed out hard copies of each screen for the Commissioners to review for approval.

Vernon asked for a link to display public feedback/e-mails from the public. The process for posting public feedback was agreed upon as follows: Sylvia will set up a group e-mail address so all of the Commissioners and Vicky will receive every e-mail that comes in. Vicky will forward every e-mail to Bea. Bea/Bea's Office will review all e-mails from a legal perspective and respond giving approval (or not) to Vicky for each e-mail to be posted. Vicky will send all approved e-mails to the IS department to post on the website in an area designated for public feedback. Commissioners will not respond individually to e-mails. Each week, e-mails received will be discussed at the meeting. If the Commission agrees that an issue needs to be addressed, then the minutes would reflect so.

Dare Thompson motioned, Seconded by Paul Benkert, to officially publish the Commission website. All in favor. Carried. Vicky will communicate with the IS Department to make the site live. Changes/updates to the site will be made as needed or requested by the Commission.

- IS and Planning Departments- Update: Software

Rob Leibowitz discussed the software used in Dutchess County. Although free, you need Arc Map to use it, there is no support for it and it doesn't have tremendous reporting capabilities.

IS and Planning still concur that Autobound is the best option for the Commission. Rob demoed the full version of Autobound for the Commission.

Michael Catalinotto motioned to purchase the Autobound software. Seconded by Dare Thompson, with all in favor. Carried.

Rich Messina: Q./ Is there anything available on the State level, data, maps, input etc. that either party may have that could be of use to us? A./ Dennis Doyle: We have everything out there but just so the Commission understands, we have block maps, but we do not have the data for the blocks.

Vernon Benjamin: Q./ Can you provide the Commission with those maps? A./ Dennis Doyle: Yes.

- Suggested Guidelines for Purchase of Software and Use

Bill West proposed the following guidelines:

1) Request Chairman of UC Legislature purchase recommended software

Software recommended is \_\_\_\_\_.

Request IT to check on type of program documentation available- i.e. hard copy or on line

2) Software to be installed by UC IT on UC server and password protected. Installation of 2010 census data to be overseen by UCIT.

3) Clerk of the UC Legislature to oversee installation and use of software

4) Clerk of the UC Legislature and the seven members of the Reapportionment Commission be provided with appropriate password for access for software and census data.

5) UC IT department head be requested to provide members of the Commission the necessary instructions and assistance in the use of the software at mutually agreeable times.

Use of the IT training facilities- with multiple computers- is requested

6) UC IT is requested to research possibility of giving Reapportionment Commission members access to software and census data on their home computers and the cost of doing so and to report this information to the Reapportionment Commission.

7) Clerk of the UC Legislature check with Committee on Open Government for an opinion on having software instruction sessions open to public and media.

Bill West made a motion to move the guidelines for discussion, Seconded by Michael Catalinotto.

Discussion ensued and the following changes to the guidelines were suggested:

Cynthia Lowe made a motion, seconded by Michael Catalinotto to replace "Clerk of the UC Legislature" in every instance it appears with "Deputy Clerk of the Legislature Victoria Fabella." All in favor. Carried.

Vernon Benjamin made a motion, seconded by Michael Catalinotto to replace "UC IT" in every instance it appears with "IS, in consultation with the appropriate UC Planning Department Staff." All in favor. Carried.

A motion was made by Dare Thompson, Seconded by Cynthia Lowe, to strike #7 from the guidelines. Motion Defeated 3 - 4. Ayes: Benjamin, Lowe, Thompson.

Bea told the Commissioners that training is not a meeting of the body for the purpose of making a decision or conducting business. Training and educational sessions can be closed if the Commission wishes.

The following version of the guidelines was adopted unanimously by the Commission:

Suggested Guidelines for Purchase of Software and Use

- 1) The Commission on Reapportionment directs the Planning Department to purchase recommended software. Software recommended is Autobound. The Commission requests IS to check on the type of program documentation available- i.e. hard copy or on-line.
- 2) Software to be installed by UC IS on UC server and password protected. Installation of 2010 census data to be overseen by UC IS in conjunction with the appropriate Planning Department Staff.
- 3) Deputy Clerk of the UC Legislature Victoria Fabella to oversee location and use of software
- 4) Deputy Clerk of the UC Legislature Victoria Fabella and the seven members of the Reapportionment Commission be provided with appropriate password for access to software and census data.
- 5) UC IS Department, in conjunction with the appropriate Planning Department Staff, is requested to provide members of the Commission the necessary instructions and assistance in the use of the software at mutually agreeable times.

Use of the IS training facilities- with multiple computers- is requested

- 6) UC IS, in conjunction with the appropriate Planning Department Staff, is requested to research possibility of giving Reapportionment Commission members access to software and census data on their home computers and the cost of doing so and to report this information to the Reapportionment Commission.
- 7) Software instruction sessions are not open to public and media.

Paul Benkert motioned, Seconded by Rich Messina, to direct the Planning Department to purchase the Autobound Software with 3 copies of the Autobound LE application until it can be determined if it is feasible for the Commissioners to have the program at home. All in favor. Carried.

Michael Catalinotto suggested that in the future any appropriation for the Reapportionment Commission be made to the Commission, under its control.

- Meeting Facilitator

Cynthia Lowe motioned, Seconded by Vernon Benjamin, to rotate the meeting facilitator. Motion adopted 4 - 3. Noes: Catalinotto, Messina and West.

The Commissioners will rotate facilitating each meeting in reverse alpha order. Since Bill has already acted as facilitator, Dare Thompson will be the facilitator next week. Rich Messina requested that he be skipped in the rotation, as he wishes not to facilitate a meeting.

- Review of Informational Meeting with Legislature 2/15/11

All Commissioners were pleased with their communications with the Legislature.

- Town Board Meeting Script

The Commissioners have reviewed the Talking Points developed by Cynthia Lowe.

Michael Catalinotto requested that the last line be changed from "especially with respect to race and ethnicity," to "with consideration of race and ethnicity."

The Commission reviewed and approved its informational brochure for distribution at the Board Meetings/to the public. Color copies of the brochure can be printed within the County and will cost .50¢ per copy. The Commission requested 500 copies be printed before the 1<sup>st</sup> town board meeting.

- Next Week's Agenda

- Rob Leibowitz- New Map Review (Old Block Data used within the software to start to see what 23 member districts look like) Rob will bring the Commissioners hard copies of the block map.
- Town of Ulster Town Board Meeting Review

- Adjournment

A motion was made by Bill West to adjourn the meeting, with all in favor. Carried. The meeting was adjourned at 4:58 P.M.

**Respectfully Submitted,**

**Victoria Fabella, Deputy Clerk, Ulster County Legislature**