

Public Education and Government Access Oversight Board meeting  
March 11, 2020

Mayor's Conference Room – City Hall

Board members present: Mary Rozak (chair), Donald Hyman, Jim Matteo, Zachary Simpson, Dale Getto, Ron Lesko (secretary), Cathy Taylor; Aprecia Cabey (absent)

Also present: Kirk Daniels (studio coordinator), Laura Gulfo (counsel)  
Minutes for the Minutes

Meeting called to order

### **Public comment**

Rozak began by reading publicly the board's statement regarding public comment:

*Public comment is allowed during the officially designated portion of the meeting as listed on the agenda. Members of the public who wish to address the board will be acknowledged by the board chair and should state their name for the purpose of accurate recording for the board minutes. You will then have three minutes to make comments. This is not a question-and-answer session, but public comment. After that period is closed, those members of the public who wish to stay and listen to the board meeting are welcome to do so and are asked not to engage in conversations or activity that is distracting to board members. Guests or persons having relevant knowledge or information may attend and speak as part of the agenda upon acceptance of the meeting agenda by the board. All other guests must be recognized by the chair before addressing the board and participating in discussion.*

- Keith Irish observed that opportunities were missed and noted no February meeting was help. He also referenced the state of the city address and that nothing came out about it. He noted that on Feb. 13 the state of the county address was canceled and that many PSAs are available for census counting and for information about the novel coronavirus. No-show producers were also mentioned. Black History Month was shown only twice and there is still no content on the education channel.

Public Comments closed.

### **Chair's report**

- The Albany Public Library distributed a memo to staff concerning the coronavirus, and also, that should a meeting need to be canceled, we will be alerted.
- We do not randomly cancel meetings and we all here have worked through a lot of tough time to make sure we have a board committed to being here.
- Board member status. The Common Council application process closed in mid-February and a number of qualified candidates

- Common Council, application process closed in mid-February, a number of qualified candidates, several interviewed later this week, on paper we have qualified candidates. Hopefully we will have a full board by our next meeting
  - Equipment for the Common Council, Dale Getto and Zach Simpson are in final stretch of equipment review.
  - More studio equipment has been ordered.
  - Article 6, Sec. 4 language in the bylaws has to be changed because it is not enforceable that we can call for the ouster of a member, rather we would ask for a resignation of an individual for unexcused absenteeism.
    - Simpson moved approval
    - Brown second
    - Approved unanimously
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- Changes will be made to the bylaws and go to the city clerk.
  - Getto was concerned that the arrangement between the city and Open Stage Media could result in Channel Albany getting kicked out of the library. Rozak expects as long as we are there, we should get some good will.
  - Matteo hopes to have a conversation and meeting in the next few months to have an agreement, and Gulfo will work on the terms.
  - Getto noted that at contract expiration there would be much equipment to move out of the location, and reminded that the library has its own board.
  - Gulfo said the contract expires at the end of March, at which time the contract will be renewed and then negotiations will start.
  - Rozak proposed a vote on the PEGA OB schedule and suggested the board does not need to meet monthly.
  - Hyman wondered if taking time off in the summer would put the board behind in the fall.
  - Simpson said that CANA takes summers off, Matteo said he favored summers off.
  - Rozak asked Hyman if subcommittees could continue to meet, and whether it would be appealing if subcommittees and executive committees meet over the summer. Hyman said yes, work is still being done.
  - Rozak mentioned that the chair has authorization for expenditures up to \$5,000. Rozak said no vote would be required on the items
  - Rozak proposed a motion to suspend July & August meetings with the understanding that if a meeting is needed one would be scheduled.
    - Matteo moved to approve the motion
    - Getto seconded
    - Motion passed unanimously

- The next meeting is scheduled for Tuesday, April 7 before Passover.
- Rozak thanked Cathy for supporting the studio with the help of stakeholder New School.

**We approved the January minutes 6-0-1 (Ron abstained because he was not at the January meeting). We do not have logged who made the motion to vote or who seconded.**

### **Studio coordinator's report**

- Daniels said everything at the studio is moving well, new equipment is coming and, two Macs and two PCS, new field equipment, all of which has been an asset to the meetings.
- Cathy has been a great help, and Mike the intern has been addressing the backlog of videos, spoke with Cathy two days ago and met a new intern.
- Dan and his students came and animated our new graphic look and a good working relationship exists with the New School. Cabey and Irish helped with installation of new equipment, and hanging lights donated from Channel 10.
- Green screen and lighting can be enhanced, in touch with Abrookin and Saint Rose.
- Audio in the Common Council chamber is improved thanks to friendly guidance. The chambers need an audio technician and cameras need to be replaced.
- New shows are being squeezed in from the YMCA youth group, black and Latino, YMCA president David Brown. We need more studio time.
- Spoke to OSM, eventually, they will get a new server and Zeb and team will see how we can increase our quality and record HD moving forward. Things are looking good at Channel Albany.
- Rozak said that as we look at gold, silver, bronze package proposals we should keep in mind we will need some of the \$128,000.
- Is Rozak getting sign offs from producers so OSM can be involved in putting up shows?
- Daniels said we are planning together with how to redesign the studio. Equipment is good.

### **Treasurer's Report**

- Rozak delivered. Metzger is working back and forth with the city to order the equipment and get invoices.
- A question concerning Best Buy purchases on the report. Sometimes when the order is made, an item might need to be swapped out and sometimes the process is impeded by ordering process.
- January salary for the studio coordinator, and the balance remaining of \$32,000+.
- Capital equipment fund balanced approved with a strike \$40,000 and replaced with \$35,000.

### **Subcommittee Reports**

- Getto inquired about whether or not IT people can support a Mac server, we need to know that works. Does DGS have to sign off on it?
- Simpson said Danielle Gillespie has spoken with IT. Getto asked if IT could attend the next meeting.
- Matteo said DGS has one or two guys on staff, but that it might be challenging to get it done.
- Rozak said the equipment needed to be installed by professionals.
- Gulfo said we have to put out a bid for installation and then the RFP with specific requests for professional services.
- Rozak said she agree that we do not want to sign off on anything if it will just sit around. My biggest concern is the installation costs.
- Gulfo said we could say that we are going to purchase the equipment and say we want professional services strictly for installation, or in a batch. WE would use both a company that sells and installs.
- Simpson said IT can review it. Macedonia Baptists Church may be willing to come in and show what they do.
- Simpson estimated the equipment and installation will likely be half of the \$128,000.
- Getto said these kind of portable sets will allow for live transmission/livestreaming and that two rooms are being set up in the council chambers.
- Rozak asked who would operate the equipment, the council clerk was mentioned, and that the equipment might be used for a fair number of events from the rotunda. The money needs to be spent by the end of the year.
- Rozak said to order the equipment as proposed and the council has to move the money.
- Rozak made a motion to approve moving forward with the purchase of the Gold Package for subsequent RFP for installation, contingent upon the answer from the Corporation Counsel's office regarding DGS and IT. The motion would authorize expenditure of \$53,000 plus installation costs pending more information from DGS and IT.
  - Hyman moved to approved
  - Matteo seconded
  - Unanimously approved
- Community Media Day
- Hyman said we need to plan for public relations, catering. Zeb and Hyman are trying to meet with Proctor's and Cap Rep to reserve locations for Oct. 17 & 18 (Oct. 20) Folks from Channel Albany have stayed with us. We would like to honor all the people who are producers, to give some kind of special recognition. Also, Hyman saw the NYC awards ceremony with red carpet, people's choice award
- Getto said that Social Studies teachers and Judge Heath may have an event to bring lawyers to different classrooms for participation in government classes and make 30 second videos.

## **New business**

- Getto noted that at Albany High School Social Studies now has new seals on diplomas from State Ed (for CTE World Languages), and state is coming out with civic readiness, which she will explore with the Citizenship principal.
- Rozak mentioned business cards.

Meeting adjourned.