AGENDA

PERSONNEL COMMITTEE

AUGUST 28, 2019

PREVIOUS BUSINESS:

APPROVING PREVIOUS MEETING MINUTES

1. RESOLUTION NO. 231 FOR 2018: REQUIRING DEPARTMENT OF HUMAN RESOURCES TO INITIATE A PAY EQUITY STUDY FOR ALL EMPLOYEES OF ALBANY COUNTY TO ENSURE EQUITY AMONG GENDER, RACE, AND ETHNICITY

2. RESOLUTION NO. 283 FOR 2018: PROMOTING ALBANY COUNTY EMPLOYMENT AND PROMOTING A DIVERSE WORKFORCE BY REQUIRING DEPARTMENT OF CIVIL SERVICE TO CONDUCT OUTREACH AND TRAINING ABOUT AVAILABLE CIVIL SERVICE JOB OPPORTUNITIES

3. CONFIRMING THE APPOINTMENT OF A MEMBER OF THE ALBANY CONVENTION CENTER AUTHORITY

CURRENT BUSINESS:

4. RESOLUTION NO. 356: RESCINDING RESOLUTION NO. 217 FOR 2019

5. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY
Honorable Andrew Joyce and Members of the Albany County Legislature:

LADIES AND GENTLEMEN:

The Personnel Committee of the Albany County Legislature met on July 24, 2019. Ms. Lekakis, Messrs. Touchette, R. Joyce, Mss. McLean Lane, McKnight, Messrs. O'Brien, and Stevens were present. Chairperson Grimm and Mr. Ward were excused. The following items were discussed and/or acted upon:

Approving Previous Meeting Minutes: Unanimously approved.

1. **Resolution No. 231 for 2018**: Requiring the Department of Human Resources to Initiate a Pay Equity Study for All Employees of Albany County to Ensure Equity Among Gender, Race and Ethnicity: The Committee voted unanimously to table the proposal.

2. **Resolution No. 283 for 2018**: Promoting Albany County Employment and Promoting a Diverse Workforce by Requiring the Department of Civil Service to Conduct Outreach and Training About Available Civil Service Job Opportunities: Tabled at the request of the sponsor.

3. **Confirming the Appointment of a Member of the Albany Convention Center Authority**: The Albany County Executive's Office requested that the Albany County Legislature confirm the appointment of Matthew Cannon to the Albany Convention Center Authority Board of Directors. After brief discussion, the Committee voted 6-0, with Mr. Stevens abstaining, to table the proposal.

Respectfully Submitted,

THE PERSONNEL COMMITTEE

MARK E. GRIMM, Chairperson
SEAN E. WARD
RICHARD N. TOUCHETTE
RAYMOND F. JOYCE
ALISON MCLEAN LANE

LUCILLE M. McKNIGHT
LYNNE LEKAKIS
JOSEPH E. O'BRIEN
TRAVIS D. STEVENS
RESOLUTION NO. 231

REQUIRING DEPARTMENT OF HUMAN RESOURCES TO INITIATE A PAY EQUITY STUDY FOR ALL EMPLOYEES OF ALBANY COUNTY TO ENSURE EQUITY AMONG GENDER, RACE, AND ETHNICITY

Introduced: 5/14/18
By Messrs. Fein, A. Joyce, Ms. Cunningham, Messrs. Higgins and Signoracci:

WHEREAS, The Albany County Legislature unanimously passed Local Law P for 2016 on October 10, 2017, a Local Law aimed at closing the wage gap between women and men, and

WHEREAS, In passing Local Law P for 2016, the Albany County Legislature recognized the importance of all people being paid to their ability, regardless of gender, race, or ethnicity, and

WHEREAS, The Albany County Legislature strongly believes that all people should be treated equally regardless of gender, race, ethnicity, national origin, religion, sexual orientation, and

WHEREAS, The Albany County Legislature believes in leading by example and ensuring that we are paying our employees in an equitable manner, now, therefore be it

RESOLVED, By the Albany County Legislature that the Department of Human Resources is requested to conduct a study or seek proposals from outside agencies to analyze the salaries of all employees of Albany County and determine whether each employee is being paid equitably in relation to employees of other genders, races, and ethnicities, and, be it further

RESOLVED, That at the conclusion of the study, a final report shall be presented to the Albany County Legislature that includes suggestions on specific recommended salary adjustments that the Albany County Legislature shall consider enacting through resolution, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel Committee – 5/14/18
RESOLUTION NO. 283

PROMOTING ALBANY COUNTY EMPLOYMENT AND PROMOTING A DIVERSE WORKFORCE BY REQUIRING DEPARTMENT OF CIVIL SERVICE TO CONDUCT OUTREACH AND TRAINING ABOUT AVAILABLE CIVIL SERVICE JOB OPPORTUNITIES

Introduced: 6/11/18
By Mr. Fein:

WHEREAS, The Albany County Legislature finds that it is in the best interest of the County to attract the most qualified candidates for employment with the County and to have a diverse and highly skilled workforce, and

WHEREAS, The Albany County Legislature finds that it is in the best interest of the County to promote opportunities with the County to a geographically, racially, and culturally diverse groups of potential applicants, and

WHEREAS, According to the 2010 census, 21.8% of the population of Albany County is nonwhite and according to the 3rd Quarter 2017 Albany County EEO Report, 18.31% of the employees of Albany County are nonwhite, and

WHEREAS, Employment with local and state government have traditionally been a path to the middle class for many families, and

WHEREAS, The Albany County Legislature recognizes that County has made progress in diversifying its workforce and expanding opportunities to traditionally underrepresented groups, as 33.06% of new hires in the 3rd Quarter 2017 were nonwhite and 32.20% of new hires in the 2nd Quarter 2017 were nonwhite, and

WHEREAS, The Albany County Legislature recognizes that the County should strive to improve upon past progress and ensure that it is actively recruiting individuals that have traditionally been underrepresented in the government workforce, and

WHEREAS, The Albany County Legislature believes that it would benefit the County to implement a focused recruitment effort to all communities, and especially to communities that have been traditionally underrepresented in the County workforce, therefore be it

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required hold a minimum of five (5) employment opportunity outreach
events each year, of which three must be located in U.S. Census Tracts in which 50% of the residents are nonwhite, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to invite and coordinate with the Department of Human Resources, Division of Affirmative Action, and other County Departments when holding employment opportunity outreach events, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to host a minimum of three (3) free civil service training courses each year, of which two (2) must be located in U.S. Census Tracts in which 50% of the residents are nonwhite, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to partner with educational institutions and organizations to assist with implementing the civil service training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to partner with the New York State Department of Civil Service and human resources and civil service departments in municipalities within the County when planning civil service employment opportunity outreach events and civil service training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to advertise and conduct outreach for all employment opportunity outreach events and civil service training courses on the Albany County website, on social media, and by notifying all County Legislators by email about the events and courses more than ten (10) days in advance of the outreach events and training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to create a mechanism on the Albany County website for organizations and individuals to sign up for its distribution list where it sends information on employment opportunities and civil service test announcements, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

_Referred to Personnel Committee - 6/11/18_
June 27, 2019

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

I write to advise that I am appointing Matthew Cannon to the Albany Convention Center Authority. Chapter 468 of the Laws of 2004 created the Albany Convention Center Authority, a New York State public benefit corporation charged with providing the City of Albany with the capability to effectively and efficiently develop a new convention facility as a transformational economic development project in the downtown area.

In creating the Authority, this legislation established a nine-member authority board. Two of the Authority's board members shall be appointed by the Albany County Executive upon advice and consent of the Albany County Legislature.

Pursuant to this State Law, I am hereby submitting the name of Matthew Cannon to the County Legislature for their advice and consent as one of my appointments to the Authority. I have attached a copy of his resume for your consideration.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
    Hon. Frank Mauriello, Minority Leader
    Kevin Cannizzaro, Acting Majority Counsel
    Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Appointment to the Albany Convention Center Authority

Date: 6/27/2019
Submitted By: Michael Lalli
Department: County Executive’s Office
Title: Policy Analyst
Phone: 518-447-5642
Department Rep.
Attending Meeting: Click or tap here to enter text.

Purpose of Request:
- [ ] Adopting of Local Law
- [ ] Amendment of Prior Legislation
- [ ] Approval/Adoption of Plan/Procedure
- [ ] Bond Approval
- [ ] Budget Amendment
- [ ] Contract Authorization
- [x] Countywide Services
- [ ] Environmental Impact/SEQR
- [ ] Home Rule Request
- [ ] Property Conveyance
- [x] Other: (state if not listed) Appointment to a board

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
- [ ] Contractual
- [ ] Equipment
- [ ] Fringe
- [ ] Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant
    Choose an item.
    Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names(addresses)):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☐

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☐

Anticipated in Current Budget:
Yes ☐ No ☐
County Budget Accounts:
Revenue Account and Line: 
Revenue Amount:  
Appropriation Account and Line:  
Appropriation Amount:  

Source of Funding - (Percentages)
Federal:  
State:  
County:  
Local:  

Term
Term: (Start and end date)  
Length of Contract:  

Impact on Pending Litigation
Yes □ No ☒  
If yes, explain:  

Previous requests for Identical or Similar Action:
Resolution/Law Number: 167 of 2016 
Date of Adoption:  

Justification: (state briefly why legislative action is requested)
Matthew Cannon will replace George Penn on the Albany Convention Center Board (ACCA). There is no term on this appointment.
June 26, 2019

Michele Vennard
Interim Board Chair
Albany Convention Center Authority
126 State Street
Albany, NY 12207

Dear Ms. Vennard,

I am pleased to appoint Mr. Matthew Cannon to the Albany Convention Center Authority Board of Directors. Mr. Cannon will be replacing my previous appointment of Mr. George Penn.

It is important that we continue to support the Albany Convention Center Authority as an essential tool for economic development in our community. I am confident that Mr. Cannon will make a meaningful contribution to the Board.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Andrew Joyce, Chair, Albany County Legislature
PROFESSIONAL EXPERIENCE

Office of the Albany County Executive (Albany, NY) | Director of Intergovernmental Affairs and Development | Nov. 2016 – Present
- Senior staff member spearheading County Executive’s efforts to reshape and improve economic development in Albany County, including reestablishing a dormant department and resources.
- Represent County Executive in speaking role at numerous public events including business openings, forums, and topical presentations.
- County Executive’s liaison with New York State and local municipalities for all governmental matters, including legislative and operations.
- Maintain positive and open relationships with numerous local and regional media outlets, including the Legislative Correspondents Association, to effectively communicate positive stories stemming from the work of the County Executive and his departments.

- Serve as political and news expert for media sales team across Upstate New York, including major markets: Albany, Binghamton, Buffalo, Rochester, Syracuse, Utica, and Watertown.
- Educate local sales teams on Upstate New York’s political landscape and how to best align the Time Warner Cable Media product suite with campaigns at the federal, state, and local levels.
- Coordinate editorial programming with news directors to best fit with existing and prospective clients.
- Act as communication liaison between news departments and media sales teams across Upstate New York during a high-profile public merger.

Gramercy Communications (Troy, NY) | Director of Public Affairs | Nov. 2014 – Sept. 2015
- Work centered on statewide public affairs in New York State, issue advocacy public relations, marketing and advertising, campaigns, and corporate public relations to centers of influence.
- Exhibited thought leadership on professional and industry topics to advance firm’s ability to serve its clients.
- Participated in strategic grassroots effort of more than 50 Upstate New York CEOs to successfully call for economic development funding in 2014-2015 New York State Budget.
- Managed account for medical marijuana applicant that successfully won one of the five licenses awarded in New York State.

- Served on the senior communications staff for Co-President of the New York State Senate and the Independent Democratic Conference, working in a bipartisan, coalition form of government.
- Oversaw all constituent communications, including district mail plan and budget, social media, and new media platforms for district representing communities in the Bronx and Westchester.
- Organized press events in the State Capitol, including press materials, senator talking points, advocate participation, and media outreach.

- Managed diverse client list including Fortune 500 and start-up companies; statewide associations and regional not-for-profits; public colleges and private schools; public authorities and municipal entities. Combined, clients represented more than $5 billion in active economic development projects.
- Oversaw multiple client projects related to economic development, ensuring strategic plans were carried out from initial introduction through completion of project, including follow-up opportunities.
- Acted as main contact for multiple clients, providing public relations, marketing, and public affairs services.

- Outlined and edited press releases, constituent correspondence materials, media talking points, and website content for designated Assembly members.
- Created communications plans for Assembly members to use for constituent outreach efforts, media strategies, and legislative goals.
MATTHEW CANNON

- Provided strategic, public relations, and administrative support for Assembly elections in: Staten Island/Bay Ridge (fall 2010); Queens (summer 2011); and Utica (summer 2011).
- Evaluated and managed voter data and walking lists to maximize constituent outreach.
- Coordinated event schedule with candidate’s district office to ensure daily community exposure.

- Executed investigative and research-intensive duties for the Research Services Unit within the Department of Communication and Information Services.
- Prepared bill summaries and organized relevant information to brief select Assembly officials for committee meetings and floor debates.

EDUCATION & SKILLS

Northeastern University (Boston, MA) | BA in Communications Studies, Minor in Business | May 2007

Community Involvement: Board of Education member, North Colonie Central Schools (Current); President, Shaker All Sports Booster Club (2015-2019); Income and Development Chair for Best Buddies Friendship Walk (2015); North Colonie Youth Baseball, Volunteer Coach; North Colonie Pop Warner, Volunteer Coach.
Technical: PC and Mac proficient; MS Office; Legislative Retrieval System (LRS); NGP VAN; Social Media; Final Cut Pro; Video Production.

*References available upon request
RESOLUTION NO. 356

RESCINDING RESOLUTION NO. 217 FOR 2019

Introduced: 8/12/19
By: Messrs. Mauriello, Burgdorf, Drake, Mendick, Grimm and Ms. McLean Lane

WHEREAS, Resolution 217 for 2019 was passed without its required Fiscal Impact Statement in contradiction to Rule 10 of our Legislative Rules of Order, and

WHEREAS, In addition to the numerous unanswered fiscal and actuarial implications rendered by Resolution 217 for 2019, additional legal and drafting ambiguities exist in the legislation, and

WHEREAS, The County Attorney states in a July 19th memorandum to the legislature that “The Resolution as written improperly indicates that the health insurance retirement benefit set forth in the Rules and Regulations applies to non-union employees only”, and

WHEREAS, The County Attorney also stated in said memorandum that “The Resolution as written reduces the years of service required for health insurance benefits in retirement, but is not specifically limited to active employees”, and

WHEREAS, The County Executive took no action allowing the Resolution to take effect in accordance to our Charter, and

WHEREAS, The citizens and employees of Albany County are ill-served by a policy that neither knows its own cost nor to whom it may be applied to, now, therefore be it

RESOLVED, That Resolution No. 217 for 2019 is hereby rescinded, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel and Audit and Finance Committees – 8/12/19
June 27, 2019

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

I write to advise that I am appointing Maggie Alix as the Director of Real Property Tax Service Agency. Ms. Alix currently holds this appointment and has proven herself as more than capable in her position. She is the ideal candidate for Director, and I urge you to consider her as such.

Pursuant to this Real Property Tax Law, Section 1530 and Section 302(c) of the County Charter, I am hereby submitting the name of Maggie Alix to the County Legislature for their advice and consent. I have attached a copy of her resume for your consideration.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Kevin Cannizzaro, Acting Majority Counsel
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Reappointment of Director of the Real Property Tax Service Agency

Date: 8/1/2019
Submitted By: Michael Lalli
Department: County Executive’s Office
Title: Policy Analyst
Phone: 518-447-5642
Department Rep.
Attending Meeting: Michael McLaughlin

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☒ Other: (state if not listed) Appointment

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant
  - Choose an item.
  - Submission Date Deadline
  - Click or tap to enter a date.
- Settlement of a Claim
- Release of Liability
- Other: (state if not listed)
  - Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
  - Click or tap here to enter text.

Additional Parties (Names/addresses):
  - Click or tap here to enter text.

Amount/Raise Schedule/Fee:
  - Click or tap here to enter text.

Scope of Services:
  - Click or tap here to enter text.

Bond Res. No.:
  - Click or tap here to enter text.

Date of Adoption:
  - Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
- Yes ☒ No ☐

If Mandated Cite Authority: Real Property Tax Law, Sec. 1530 AND Counter Charter Section 302(c)

Is there a Fiscal Impact:
- Yes ☐ No ☒

Anticipated in Current Budget:
- Yes ☐ No ☒
County Budget Accounts:
Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.
Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
  Federal: Click or tap here to enter text.
  State: Click or tap here to enter text.
  County: Click or tap here to enter text.
  Local: Click or tap here to enter text.

Term
Term: (Start and end date) October 1, 2019 - September 30, 2025
Length of Contract: 6 years

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: 305 of 2018
Date of Adoption: 7/19/2018

Justification: (state briefly why legislative action is requested)
Permission to reappoint Maggie Alix as the Director of the Real Property Tax Service Agency for a 6-year term. At the time of appointment, Ms. Alix will have completed all required training for state certification. The candidate's experience uniquely qualifies her for this position. The attached resume is included for your review.
EDUCATION:
Siena College, Loudonville, NY
BA in Sociology, Minor in Health Studies, May 2003

EXPERIENCE:
Director, Real Property Tax Service Agency, County of Albany, Albany, NY August 2018- Present
- Application processing for corrected tax billings.
- Assistance to the county property owners regarding real property tax matters.
- Development of procedures for preparing assessment/tax rolls.
- Explanations of proposed NYS Real Property Tax legislation.
- Training members of the local Boards of Assessment Review.

Sole Appointed Assessor, Village/Town of Green Island, Green Island, NY, November 2005-2018
- Maintain the assessment roll.
- Keep physical descriptions, inventory, and estimate the value of all real property.
- Evaluate and administer property tax exemptions.
- Provide the necessary information to formulate the tax roll (School District, County/Town, Village tax rolls).
- Establish and maintain effective public relations.
- Manage the department budget.

Code Enforcement Office, Village of Green Island, Green Island, NY, October 2012 – Present
- Enforce the NYS Code for new construction, building rehabilitation, fire safety and property maintenance.
- Issue permits and perform all necessary inspections for building projects.
- Participate in the review of all Planning Board requests.
- Handle complaints about violations of the NYS Code and quality of life.
- Manage the department budget.

Director of Parks & Recreation, Village of Green Island, Green Island, NY, November 2004-
- Responsible for daily operations of the department.
- Interview, hire and evaluate approximately forty summer employees based on performance and attitude.
- Develop, organize and execute annual community events (Summer Program, Halloween Parade, Memorial Day Parade, CYO Basketball, Men’s Basketball League, Basketball Camp, Soccer Camp, Family Day, etc.).
- Provide a safe, clean and fun environment for the patrons at Village facilities.
- Manage the department budget.

Senior Policy Analyst, Albany County Legislature, Office of the Chairman, Albany, NY, February 2016 – Present
- Establish criteria for the Internship Program, evaluate applications, conduct interviews and provide oversight.
- Release community grant opportunities, review applications and provide feedback.
- Provide guidance to the Albany County Ethics Commission.
- Organize and implement various special events at the request of the Chairman.
- Work collaboratively with the staff of the Legislature to provide the Legislators with the necessities to represent the constituents of Albany County.
COMPUTER SKILLS:

ADDITIONAL WORK EXPERIENCE:
- Intern, Stratton Veteran’s Memorial Hospital, Albany, NY, January 2003-May 2003
- Legislative Intern, Albany County Legislature, Majority Council Office, Albany, NY, May 2002 – August 2002

ADDITIONAL EXPERIENCE:
- Board Member, NYS Assessor’s Association Executive Board, October 2015 – Present
  ▶ Legislative Committee Chairperson, 2018 – Present
  ▶ Ethics Committee Chairperson, 2017 – 2018
  ▶ Membership Committee Chairperson, 2017-2018
  ▶ Memorial Committee Chairperson, 2015-2016
  ▶ Mentoring Committee Chairperson, 2016-2017
- Board of Directors, Albany-Schenectady County Assessor’s Association, 2015-Present
- Secretary/Treasurer, Albany-Schenectady County Assessor’s Association, 2012-2015
- President, Albany-Schenectady County Assessor’s Association, January 2008-2012
- Delegate, Albany County Stormwater Coalition, January 2007 – Present
- Delegate, Albany Pool Communities Corporation Board, 2015 – Present
- Delegate, Albany Pool Communities Intermunicipal Agreement Board, 2015- Present
- Member on behalf of Chairman Sean Ward, Capital District Transportation Committee, February 2016-2018
- Treasurer, Green Island Industrial Development Agency, 2007-Present
- President of the Board of Directors, Green Island Senior Citizens, Inc., July 2007-Present
- Director, Green Island Food Pantry, December 2006 –Present
- Coach, Green Island CYO Basketball, November 2017-2018
- Member, Rensselaer County Chamber of Commerce Leadership Institute, Class of 2009, September 2008

References Upon Request
August 1, 2019

Dear Mr. McCoy:

Thank you for the opportunity to serve as the Director of the Real Property Tax Service Agency. I have capitalized on every opportunity to learn more about the profession. In addition to my previous training, I have successfully completed the following coursework.

- Fundamentals of Tax Collection and Enforcement
- Fundamentals of Tax Mapping
- County Director Orientation
- Ethics

County Directors must complete the course of training within four years of beginning the initial term of office. I am one class away from becoming a certified County Director. I have scheduled the remaining class, Introduction to Farm Appraisal, for next month. Upon completion of the class, I will have completed all the requirements for certification within one year.

My appointment was to fill a remaining term. The term is set to expire on September 30, 2019. I am respectfully requesting a six-year appointment in accordance with Real Property Tax Law, Sec. 1530. The next term of office is October 1, 2019 - September 30, 2025.

I look forward to administering the real property tax by providing professional service to the county property owners, as well as, the local and county officials.

Sincerely,

Maggie A. Alix