

2018 Administration Annual Report

The Administrative Services Division is responsible for all fiscal management, contract administration, personnel management, physical plant management and office support. Division staff are involved in the preparation of purchase orders and vouchers, fiscal record keeping, determination of availability of funds for the Agency's division programs, payroll, contracts and computerization of fiscal records. Staff are also responsible for media relations, community relations and outreach.

Fiscal Management

The Administrative Services Division implemented Governor Cuomo's FY2018-19 budget as enacted. The Agency met all directives issued by the NYS Division of Budget and managed funding to maintain the Agency headquarters and staffing. The Agency continued to work with the Business Service Center (BSC) and the Statewide Financial System for many of its fiscal transactions.

Information Services

Staff continued to assist the Information Technology Services Center (ITS) in implementing Governor Cuomo's directive to reorganize state information technology services to reduce costs through shared services. The Agency interacts with ITS on a daily basis regarding its information technology needs and resources. The Agency continues to work with ITS on the relocation of its servers and on getting the complete Agency into the ITS domain.

Human Resources

The Administrative Services Division worked with the NYS Office of General Services, Business Services Center on Governor's Cuomo's mandate to consolidate many of the Human Resources (HR) functions across state agencies. During the FY 18-19, the Agency's Administrative Division continued to work with the Business Service Center to streamline processes for the Agency.

Public and Media Relations

The Public Information Officer (PIO) responded to 369 media inquiries, issued 32 press releases and conducted 10 outreach events to international delegations, local officials, college students, special interest groups and the general public. The PIO served as Hearing Officer for eight variance hearings, three Adirondack Park State Land Master Plan amendment hearings, one State Land reclassification action hearing and one State Land Unit Management Plan compliance hearing. The PIO continues to manage the Agency's Facebook and Twitter accounts. Staff represent the Agency at State Agency PIO meetings and Local Government Review Board meetings. In addition, the PIO administers the Agency Board meeting webcasts and is responsible for preparing the Annual Report.

Facilities Management

The Agency continued to work with the Biomass Team on the Ray Brook Biomass District Heating system. The program is an important State facility component of the Governor's Statewide Energy Efficiency Program BuildSmart NY.

Terry Martino,
Executive Director
Elaine M. Caldwell,
Administrative Officer 1
Keith P. McKeever,
Public Information Officer
Daniel F. Kelleher,
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Susan Streiff,
Secretary to Executive Director
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Specialist 2 (ITS Staff)
Amy S. Hall,
Office Assistant 2, Calculations
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Maintenance Supervisor 1
Norma Howard,
Student Assistant
Elizabeth Stankus,
Assistant Office Services Manager
Kyle Martin,
Cleaner
Rod Williams,
Green Thumb Program
Judy Huffer ,
Green Thumb Program

Administration

STAFF