



M E M O R A N D U M

TO: Agency Members and Designees
FROM: Terry Martino, Executive Director
DATE: November 6, 2013
RE: Administration Committee Meeting Agenda

The agenda for the November 15 committee meeting is as follows:

- (1) Information Technology Services Update (E. Caldwell/
R. Kreider)

Administrative staff will provide an update on upcoming changes in the Agency's technology services, including changes to the Groupwise email system, a telephone upgrade mandated by NYS Information Technology Services and related Office 365 upgrades.

- (2) Old Business
- (3) New Business

TM:dal

Administration Committee
Leilani Ulrich, Chairwoman
Dierdre Scozzafava, DOS