



**DRAFT MINUTES**  
Administration Committee  
November 15, 2013  
Agency Meeting  
LCU:TM:mp

**Administration Committee  
November 15, 2013**

The Committee convened at 10:25 am

**Committee Members Present:**

Leilani Ulrich, Chairwoman and Dierdre Scozzafava, DOS

**Other Members or Designees Present:**

Sherman Craig, Arthur Lussi, Richard Booth, William Valentino, William Thomas, Bradley Austin, Karen Feldman, Dan Wilt and Robert Stegemann (DEC)

**Local Government Review Board Present:**

Frederick Monroe, Executive Director

**Agency Staff Present:**

Terry Martino, Executive Director, James Townsend, Elaine Caldwell, Robert Kreider, Mary Palmer and Keith McKeever

Elaine Caldwell presented on administrative updates over the past year. She noted that the Agency transitioned to the Statewide Financial System (April 2012)(NYS SFS) and then transferred its fiscal transactions to the Business Service Center (BSC) in January 2013. She then highlighted two latest administrative issues that the Agency will be undergoing: telephone upgrades and Office 365.

**Telephone Upgrades**

The "uniteNY" program, sponsored by the NYS Office of Information Technology Services, includes the telephone upgrades that APA will receive during the 2014-15 fiscal year. The program expands the breadth of services offered to State agencies.

uniteNY is consolidating across NYS agencies dozens of diverged networks, replacing legacy voice and data networks with low cost internet-based solutions, and using shared services to deliver data, voice, and video services. The converged cloud solution will provide State agencies with infrastructure that is highly available, disaster recoverable, secure, and flexible to allow the addition of services going forward in the future.

Once implemented, State agencies will have many communications services including:

- Voice over IP (VOIP)
- Voicemail
- Conferencing (WebEx), both audio and video.
- Jabber (instant messaging)
- EFaxing
- NYeNet

Agencies such as the Adirondack Park Agency will benefit due to reduced costs, increased communications speed and bandwidth, simplified network operations, and seamless access to business enabling technologies that were previously unavailable or limited.

Ms. Caldwell noted that all state agencies will also be transitioning to Office 365.

She then turned the presentation over to Robert Kreider, ITS employee to discuss in detail both issues.

Robert Kreider explained the November 22, 2012 IT Transformation in which all state agency IT Staff have been transferred to the Office of Information Technology and the consolidation of network services.

Mr. Kreider said with the telephone upgrades we will still have both, VOIP (Voice over Internet Protocol) and will maintain the old system through Verizon because not everyone is on VOIP.

Karen Feldman asked if there is a loss of power will there be a loss of phone service also.

Mr. Kreider said that it does happen but with having both systems we will have a backup.

Robert Stegemann asked if there is an emergency event if FEMA has looked at this program and said that they can work with it.

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It is important to keep communications where they need to be in an emergency.

With email Mr. Kreider said that the consolidation will bring all software together through the Cloud using Office 365. With all agencies having the same software we won't have to worry about not having current updates or having different software versions. Help Desk will be available for all users.

He said there will be an apa.ny.gov email address when the transition happens. He also said that our email will be going to Outlook.

**Adjournment:** The Committee adjourned at 10:45 am.