

2017 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 FY2017-18 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 17-18, 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 532 media inquiries, issued 25 press releases and conducted 19 outreach events to international delegations, local officials, college students, special interest groups and the general public. The PIO served as Hearing Officer for nine variance hearings and two private land map amendment hearings. 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.

PIO Outreach Table

Date	Public Outreach	# of Participants
02/14/17	NYS Ranger School	25
02/28/17	SUNY Plattsburgh – Wilderness Studies Program	15
03/21/17	The Nature Conservancy	12
04/19/17	North Country Community College	25
04/28/17	Northern Forest Center Board	30
05/08/17	Paul Smiths College	25
09/06/17	International Center of Albany	40
09/06/17	Hamilton College	12
09/18/17	International Center of Albany	35
10/05/17	Lake Placid Rotary	25
10/05/17	The Nature Conservancy China Partners	6
10/06/17	Syracuse University Humphrey Fellows	28
10/06/17	Cornell University Humphrey Fellows	35
10/26/17	Lake Placid Realtors APA Overview	12
10/30/17	SUNY Plattsburgh Environmental Science	15
11/01/17	Middlebury College School of Environmental Studies	25
11/03/17	Yale University Environmental Graduate Program	15
11/28/17	SUNY Plattsburgh Career Program	6
12/04/17	North Country Community College	16

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,
Special Assistant for
Economic Affairs
Susan Streiff,
Secretary to Executive Director
Robert P. Kreider,
Information Technology
Specialist 2 (ITS Staff)
Amy S. Hall,
Office Assistant 2, Calculations
C. George Hare,
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