

Administration Division 2019 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 and computerization of fiscal records. Staff are also responsible for media and relations community relations.

Fiscal Management

The Administrative Services Division implemented Governor Cuomo's FY2019-20 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.

Facilities Management

The Ray Brook State Office Campus Automated Wood Heat System, a high-efficiency low-emission boiler began heating DEC Region 5, APA, and State Police Troop B headquarters in 2019. The \$3 million renewable energy project was implemented by the New York Power Authority (NYPA) in support of Governor Andrew M. Cuomo's BuildSmart NY program. The renewable heating loop system will save the state in annual energy costs and reduce greenhouse gas emissions by more than 391 tons a year—the equivalent of taking more than 80 cars off the road. The system provides over 80% of heat for the APA headquarters. Staff continues to work with the Office of General Services and Division of Budget on additional energy efficiency and safety improvement projects.

Human Resources

During the FY 19-20, the Administrative Services Division continued to work with the Office of General Services, Business Services Center (NYS BSC) on Governor Cuomo's mandate to consolidate many of the Human Resources (HR) functions across state agencies.

Public Relations

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.

The Public Information Officer (PIO) responded to 411 media inquiries and conducted outreach events to international delegations, local officials, college students, special interest groups and the general public.

Public Outreach was provided to the following organizations:

Middlebury College

Northern Forest Center

Adirondack Watershed Institute

Town of Warrensburg

North Country Community College

Resilience Journalism Program

Ausable River Association

Hurricane Fire Tower Association

Serria Club

Union College

St. Lawrence University

Vassar College

Massachusetts College of Liberal Studies – Environmental Studies

Cornell University/Syracuse University Fellowship Programs

Local Government Review Board

Public Awareness Committee

The Agency Board Public Awareness Committee received presentations from the following organizations:

Adirondack Mountain Club – 30th Anniversary of the Summit Steward Program.

SUNY Albany Atmospheric Sciences Research Center – Overview of four decades of air monitoring research and tour of Whiteface Mountain Observatory/Marble Mountain Lodge.

Protect Our Winters – Overview of non-profit climate change organization focused on winter sports.

Department of Environmental Conservation – 2019 Smart Growth Grant announcement and overview of status of previously founded projects.