

# Shared Corporate Services (SCS)

**Terence Courtoreille**  
Dir. Shared Corp. Services  
15020

**Caron Lorenzen**  
Administrative Assistant  
14016

**Randy Thompson**  
Occupational Health and Safety Specialist  
15029

## Planning and Budgeting

- Support and facilitate strategic planning initiatives
- Resource management planning
- Business planning and Main Estimates
- Ministerial briefing preparation
- Variance analysis
- Performance measures advice

**Kristal Melanson**  
Mgr Planning and Budgeting  
14020

**Kyle Kefalas**  
Fin Plan and Budget Analyst  
15025

**Shielo Debogorski**  
Budget Analyst  
18022

**Kate O'Neil**  
Budget Analyst  
15027

## Policy and Legislative Development

- Policy development and advice
- Research policy options and instruments
- Stakeholder consultation assistance
- Assist with the legislative process for all required documentation including session binders and proposals
- Evaluation of policies and proposals
- Jurisdictional scans

**Amy Kennedy**  
Mgr, Policy and Comm  
15031

**Grant Baker**  
Sr. Policy Analyst  
15022

**VACANT**  
Sr. Policy Analyst

**Lauren Alexandra**  
Policy Analyst  
15023

**Dishti Nunkoo**  
Policy Officer Intern  
14034

## Records Management

- Maintain departmental ARCS and ORCS
- Coordinate migration to DIIMS
- Local records storage and security
- Departmental staff records management training

**Amy Kennedy**  
Mgr, Policy and Comm  
15031

**Stephen Fochuk**  
Records/ATIPP Coordinator  
15024

**Diane Hartford**  
Records/ATIPP Coordinator  
15032

**Brett Talbot**  
Records Officer  
14024

## Access to Information and Protection of Privacy (ATIPP)

- Public point of contact for ATIPP requests
- Lead on all matters relating to ATIPP

### FINANCE

**Amy Kennedy**  
Mgr, Policy and Comm  
15031

**Stephen Fochuk**  
Records/ATIPP Coordinator  
15024

**Diane Hartford**  
Records/ATIPP Coordinator  
15032

### EXECUTIVE AND INDIGENOUS AFFAIRS

**Alan Cash**  
Deputy Secretary to Cabinet and Assistant Deputy Minister  
11060

## Communications

- Point of contact for media inquiries
- Website content and maintenance
- Public environment monitoring
- Visual Identity Program support and advice
- Develop, implement and evaluate strategic and internal communications plans
- Communication products and services support including issues management and public affairs

**Amy Kennedy**  
Mgr, Policy and Comm  
15031

**Todd Sasaki**  
Sr Comm Officer  
14032

**Caitlin Cleveland**  
Communications Officer  
15033

**Marc Bertrand**  
Web Technologies Specialist  
(867) 445-5658

**Chris Barrett**  
Information Systems Analyst  
11042

## Financial Operations

- Financial Employee Shared Services point of contact
- Procurement Shared Services point of contact and contracting support
- Chart of accounts
- Billing and accounts receivable
- Funding agreements with other parties

**Ranald Matheson**  
Mgr, Fin Operations  
15021

**Twyla Mailloux**  
Financial Mgmt Officer  
15026

**Trista Haugland**  
Financial Mgmt Officer  
11041

**Bonnie Parisella**  
Financial Mgmt Officer  
14021



# Shared Corporate Services (SCS)

## FAQs

1. I need to create a travel authorization or an expense report in SAM.  
*Who do I call if I need help?*  
**A. User guides for SAM can be found at the SAM portal (<http://our.gnwt.ca/dept/fin/sam/default.aspx>) or you can contact staff in Financial Operations.**
2. I don't understand what I need to do with my monthly variance report.  
*Who do I call if I need help?*  
**A. Contact the Manager, Planning and Budgeting for assistance with your monthly variance report.**
3. I have questions about my VISA transactions. *Who do I call if I need help?*  
**A. Contact the Manager, Financial Operations.**
4. I have a question about my contract. *Who do I contact?*  
**A. Contact the Manager, Financial Operations.**
5. I received an invoice from a vendor. *What do I do with it?*  
**A. Invoices should be date stamped when received and forwarded to Finance and Employee Shared Services, located on the 7th floor of the YK Center. If it is received via email, please forward the email to [financial\\_sharedservices@gov.nt.ca](mailto:financial_sharedservices@gov.nt.ca) and copy the vendor. IF you have questions about this process, please contact Financial Operations.**
6. Who do I send my out of office/delegation of authority notices to?  
**A. Out of office notices should be copied to Manager, Financial Operations and should include the following information:**  
Please note that I will be out of the office from \_\_\_\_ (date) \_\_\_\_ until \_\_\_\_ (date) \_\_\_\_\_. In my absence, \_\_\_\_\_ (employee name) \_\_\_\_\_ will be acting with full financial authority.
7. I have a new employee that will need signing authority as part of their responsibilities. *Who do I contact?*  
**A. Contact the Manager, Financial Operations.**
8. I have a question about interpretation of an Act or Regulation that I need help with. *Who do I contact?*  
**A. Contact the Manager, Policy and Communications.**
9. I've received a request for information from a member of the media. *What do I do?*  
**A. Contact the Manager, Policy and Communications immediately so that they can re-direct the request to the appropriate staff member.**
10. I have a question about DIIM's and/or Records Management. *Who do I contact?*  
**A. Contact the Manager, Policy and Communications or the Records/ATIPP Coordinator.**

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