

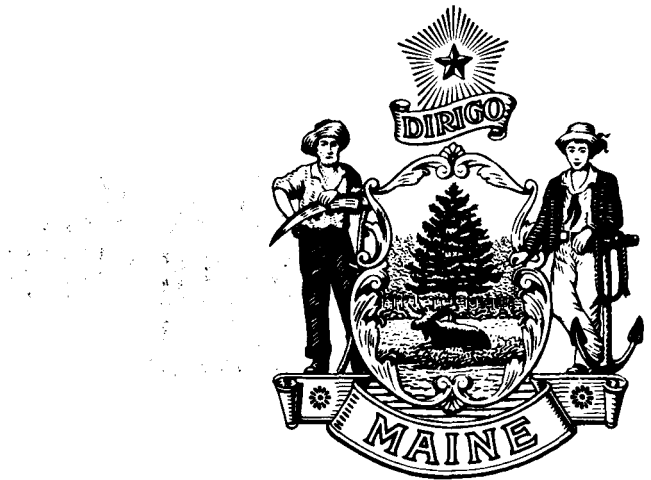
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MAINE STATE GOVERNMENT ANNUAL REPORT 1989-1990



A Compilation of
Annual Reports of
State Departments and Agencies

Published at
Augusta, Maine
1990

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**Department of Finance,
Bureau of the Budget**

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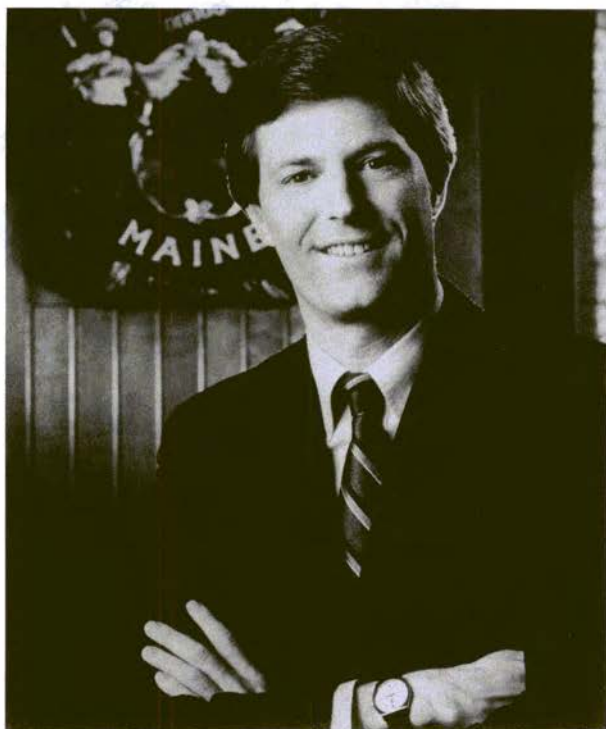
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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

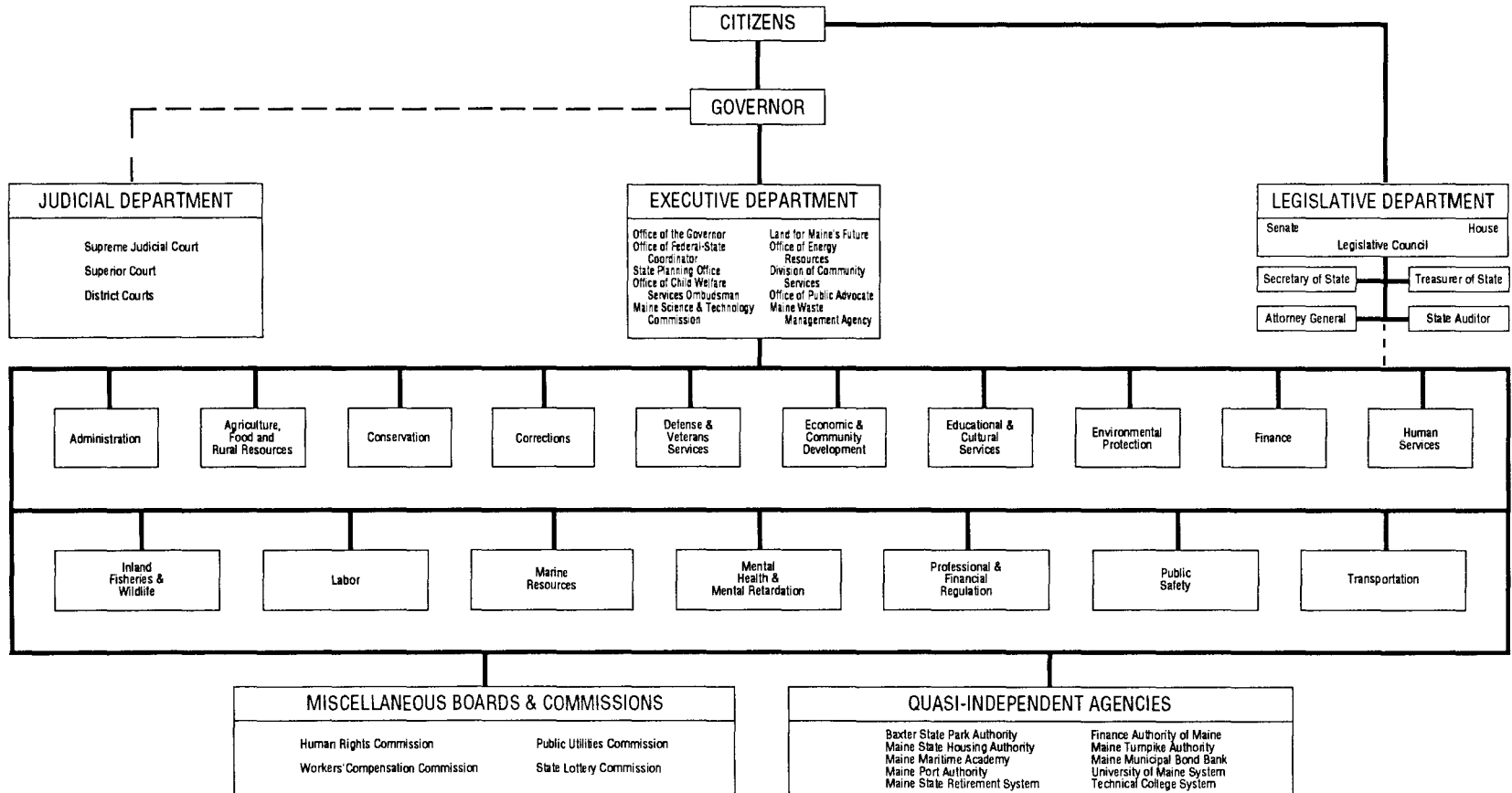
**MAINE STATE
GOVERNMENT
ANNUAL REPORT
1989-1990**



John R. McKernan, Jr.
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT
 Based on Elective or Appointive Line of Authority

Major State Agencies



FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section “headlines” the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If, at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required By: This date is established by the “Maine Sunset Act” found in 3 MRSA Section 921-932. Each agency or independent agency of state government, through the joint standing committee having jurisdiction over audit and program review matters, shall prepare and submit a justification report no later than March 31st of the calendar year prior to the review year specified.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

- | | |
|--------------------------|----------------------|
| 00 General Government | 04 Manpower |
| 01 Economic Development | 05 Natural Resources |
| 02 Education and Culture | 06 Public Protection |
| 03 Human Services | 07 Transportation |

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each *State Department, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees of the University of Maine System* was assigned a different 2 digit number and each unit which was, by law, determined to be a part of one of these was assigned to that 2 digit “umbrella” number. Thus all units carrying an “01” in front of their 3 digit unit number are part of the Department of Agriculture, Food and Rural Resources, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

- 01 Department of Agriculture, Food and Rural Resources
- 02 Department of Professional and Financial Regulation
- 03 Department of Corrections
- 04 Department of Conservation
- 05 Department of Educational and Cultural Services
- 06 Department of Environmental Protection

- 07 Executive Department
- 08 Department of Finance
- 09 Department of Inland Fisheries and Wildlife
- 10 Department of Human Services
- 12 Department of Labor
- 13 Department of Marine Resources
- 14 Department of Mental Health and Mental Retardation
- 15 Department of Defense and Veterans Services
- 16 Department of Public Safety
- 17 Department of Transportation
- 18 Department of Administration
- 19 Department of Economic and Community Development
- 26 Department of the Attorney General
- 27 Department of Audit
- 28 Treasury Department
- 29 Department of The Secretary of State
- 30 Legislative Department
- 40 Judicial Department
- 65 Public Utilities Commission
- 75 Maine Maritime Academy
- 78 Board of Trustees of the University of Maine System

b) The many independent units—*not* a part of the umbrellas listed above—were assigned to *one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella “90” identifies those that “Regulate”, “92” those that “Advise”, etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

- 90 Independent Agencies—Regulatory
- 92 Independent Agencies—Advisory
- 94 Independent Agencies—Other
- 98 Independent Agencies—Interstate Compact
- 99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number PLUS a letter*.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and Legislative Count. One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Legislative Count*, where applicable, is the number of *permanent* positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based, insofar as possible, on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often

interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION: It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964*, as amended, the *Public Laws of the State of Maine*, and *Agencies of Government, State of Maine, 1820-1971*, published by the Maine State Archives.

PROGRAM: Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted, as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS: This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR: Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine System and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with “rounded” whole dollars, some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

• • • •

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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Bureau of Maintenance and Operations	770
Bureau of Planning	773
Office of Policy Analysis	775
Maine Port Authority	776
Bureau of Project Development	777
Bureau of Transportation Services	781
Maine Transportation Capital Improvement Planning Commission	783
(Office of) Treasurer of State	785
Travel Information Advisory Council	789
Maine Turnpike Authority	790
Board of Trustees of the University of Maine System	791
Bureau of Public Administration	795
Board of Trustees of the Maine Veterans' Home	797
Board of Visitors—Maine Correctional Center	798
Board of Visitors for the Military and Naval Children's Home	799
Board of Visitors—Pineland Center	800
Board of Visitors—State Prison	801
Board of Visitors—Maine Youth Center	803
Board of Trustees of the Maine Technical College System	804
Energy Testing Laboratory of Maine	805
Central Maine Technical College	806
Eastern Maine Technical College	808
Kennebec Valley Technical College	810
Northern Maine Technical College	811
Southern Maine Technical College	812
Washington County Technical College	814
New England Interstate Water Pollution Control Commission	816
Whitewater Advisory Committee	817
Whitewater Safety Committee	818
Maine Commission for Women	819
Work Center Purchases Committee	822
Workers' Compensation Commission	823
Office of Employment Rehabilitation	825
Office of Employee Assistants	826

GUIDE TO ORGANIZATIONAL UNIT CHANGES: Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units and, through the umbrella/unit number, provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index.

Organizational Units Which Have Been Recently Created or Renamed. These units are included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

Organizational units whose names have been changed are listed in the Index by the new name.

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned sunset date is found in the heading of each unit as appropriate.

NEWLY CREATED UNITS—FY90

<i>UM-Unit</i>	<i>Name</i>	<i>Citation</i>	<i>Effective Date</i>
92-529	Affordable Housing Alliance Committee	5 MRSA §13088	8-23-89
19-527	Maine Affordable Housing Alliance	5 MRSA §13086	8-23-89
10-150	Division for the Blind or Visually Impaired	22 MRSA §3500	9-30-89
99-440	Central Maine Technical College	20A MRSA §12702	9-30-89
10-148	Bureau of Child and Family Services	22 MRSA §5308	9-30-89
02-524	Maine Choice Advisory Board	20-A MRSA §12658	9-30-89
92-518	Continuing Education Advisory Board (Committee)	24-A MRSA §1876	9-30-89
99-441	Eastern Maine Technical College	20A MRSA §12702	9-30-89
94-458	Maine Education Assistance Board	10 MRSA §1013	7-12-89
10-149	Bureau of Elder and Adult Services	22 MRSA §5105	9-30-89
94-334	Governor's Committee on Employment of People with Disabilities	26 MRSA §799	9-30-89
94-532	Facility Siting Board	38 MRSA §2152	9-30-89
⌘ 16-515	Fire Sprinkler Advisory Council	5 MRSA §12004-I	1-01-90
92-521	Maine Health Program Advisory Committee	22 MRSA §3189	7-12-89
94-525	Higher Education Students Financial Assistance Board	10 MRSA §1016	8-23-89
16-219S	Bureau of Highway Safety	5 MRSA §948	9-30-89
92-533A	Maine Historical Records Board	EXECUTIVE ORDER	1-30-89
92-526	Advisory Committee on Home Health	22 MRSA §2150A	8-23-89
92-528	Interagency Task Force on Homelessness and Housing Opportunities	30A MRSA §5041	9-30-89
99-516	Maine Hospice Council	22 MRSA §1680	9-02-89
94-162	Maine Human Development Committee	5 MRSA 461	9-30-89
94-508	Interdepartmental Council	34B MRSA §1214	9-30-89
94-541	Commission on Investment Capital	5 MRSA §13064	4-24-90
03-217	Bureau of Juvenile Corrections	34A §6003	8-23-89
99-442	Kennebec Valley Technical College	20A MRSA §12702	9-30-89
92-540	Advisory Board for the Licensing of Taxidermists	12 MRSA §7355	4-24-90
90-515	Local Government Records Board	30-A MRSA §1704	9-30-89

NEWLY CREATED UNITS—FY90

<i>UM-Unit</i>	<i>Name</i>	<i>Citation</i>	<i>Effective Date</i>
94-522	Marine Research Board	5 MRSA §13127	9-30-89
94-375	Maine Advisory Committee on Mental Retardation	34-B MRSA §1210	9-30-89
99-443	Northern Maine Technical College	20A MRSA §12702	9-30-89
07-312	Office of Planning (Maine Waste Management Agency)	38 MRSA §2121	9-30-89
02-514	Board of Professionals Licensure	32 MRSA §13852	9-30-89
94-520	Interdepartmental Coordinating Committee for Preschool Handicapped Children	20-A MRSA §7704	9-30-89
02-298	Board of Real Estate Appraisers	32 MRSA §13967	4-10-90
92-459	Advisory Board on Rights of Children in Need of Services	34B MRSA §1209B	7-14-90
07-315	Office of Siting and Disposal Operations (M.W.M.A.)	38 MRSA §2151	9-30-89
99-444	Southern Maine Technical College	20A MRSA §12702	9-30-89
30-519	State House and Capital Park Commission	3 MRSA §901-A	6-22-89
99-480	Board of Trustees of the Maine Technical College System	20A MRSA §12702	9-30-89
92-538	Telecommunications Relay Services Advisory Board	35A §8704	4-17-90
92-523	Commission on Vietnam and Atomic Veterans	37-B MRSA §521	7-01-89
99-445	Washington County Technical College	20A MRSA §12702	9-30-89
92-531	Waste Management Advisory Council	38 MRSA §2104	9-30-89
07-310	Maine Waste Management Agency	38 MRSA §2102	9-30-89
07-314	Office of Waste Reduction and Recycling (M.W.M.A.)	38 MRSA §2131	9-30-89

ABOLISHED ORGANIZATIONAL UNITS—FY90

<i>UM-Unit</i>	<i>Name</i>	<i>Enabling Citation</i>	<i>Repealing Citation</i>	<i>Effective Date</i>
18-110	Division of Administration Services	5 MRSA §1876	1989 PL 501	9-30-89
44-402	AFDC Coordinating Committee	22 MRSA §3773		7-01-90
30-265	State Capital Commission	3 MRSA §901	1989 PL 410 §8	6-22-89
90-306	County Records Board	30 MRSA §347	1989 PL 304 §4	9-30-89
10-165	Driver Education Evaluation Program Appeals Board	22 MRSA §7207	1989 PL 503, B(96)	8-01-90
90-377	Municipal Records Board	30 MRSA §2214	1989 PL 304 §6	9-30-89
92-531	Recycling Advisory Council	38 MRSA §1310-J		9-30-89
19-506	Office of Waste Recycling and Reduction	38 MRSA §1310-J		9-30-89
92-455	Commission to Study Worker's Compensation Insurance		1983 PL, 479 §A	4-30-84

INACTIVE UNITS

<i>UM-Unit</i>	<i>Name</i>	<i>Citation</i>
07-102I	Coastal Advisory Committee	Exec Order 12, FY84
07-102V	Maine Consumer Coordinating Council	Exec Order 4, FY81
92-139	Criminal Law Advisory Commission	17A MRSA §1351
07-102L	Advisory Committee for the Development of a Rail Transportation Policy	Exec Order 11, FY84
05-092	Maine Education Council	20A mrsa §651
94-319	Board of Emergency Municipal Finance	30A MRSA §6101
07-102N	Governor's Task Force on High Level Nuclear Waste	Exec Order 9, FY86
07-102P	Governor's Select Committee on Judicial Appointments	Exec Order 5, FY79
03-217	Bureau of Juvenile Corrections	34 MRSA §6001
92-540	Advisory Board for the Licensing of Taxidermist	12 MRSA §7355
07-102G	Governor's Advisory Commission on Maine-Canadian Affairs	Exec Order 11, FY75
07-102U	Governor's Management Task Force	Exec Order 8, FY80
07-102B	Governor's Metric Policies Committee	Exec Order 1, FY77
94-404	Mining Excise Tax Trust Fund Board of Trustees	5 MRSA §453
98-394	New England Interstate Planning Commission	10 MRSA, §304
07-102K	Governor's Council on Physical Fitness and Sports	Exec Order 1, FY81
94-464	Regional Agriculture Committee	Res. 1983, C. 46
99-399M	Maine Science and Technology Board	Exec Order 2, FY84/85
92-301	Advisory Committee on State Telecommunications	5 MRSA §350
92-538	Telecommunications Relay Services Advisory Board	35A MRSA §8704
05-071U	Commission on the University of Maine	1983 PL C. 839
07-102T	Governor's Advisory Committee on World Trade	Exec Order 7, FY80

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

<i>UM-Unit</i>	<i>Name</i>	<i>Citation</i>
12-183	Division of Administrative Hearings— (Dept. of Labor)	26 MRSA §1082
90-470	Hospital Advisory Committee (See Maine Health Care Finance Commission)	22 MRSA §396P
30-268	Law and Legislative Library (See Legislative Council)	3 MRSA §171
94-471	Paylor Advisory Committee (See Maine Health Care Finance Commission)	22 MRSA §396P
94-520	Interdepartmental Coordinating Committee for Preschool Handicapped Children (See Dept. of Education)	20-A MRSA §7704
90-469	Professional Advisory Committee (See Maine Health Care Finance Commission)	22 MRSA §396P
92-459	Advisory Board on Rights of Children in Need of Services	34B MRSA §1209B
02-032	Securities Division (See Dept. of Professional and Financial Regulation, Bureau of Banking)	38 MRSA §212A
30-519	State House and Capital Park Commission (See Legislative Council)	3 MRSA §901-A

ADMINISTRATION

DEPARTMENT OF ADMINISTRATION

NANCY J. KENNISTON, ACTING COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4505

Mail Address: Statehouse Sta. #74, Augusta, Maine 04333

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 106; *Citation:* 5 M.R.S.A., Sect. 1871

Average Count—All Positions: 636

Legislative Count: 310

Organizational Units:

Bureau of Employee Relations
Office of Information Services
Bureau of Public Improvements
Bureau of Purchases

Bureau of Human Resources
State Employee Health Commission
Bureau of State Employee Health
Risk Management Division

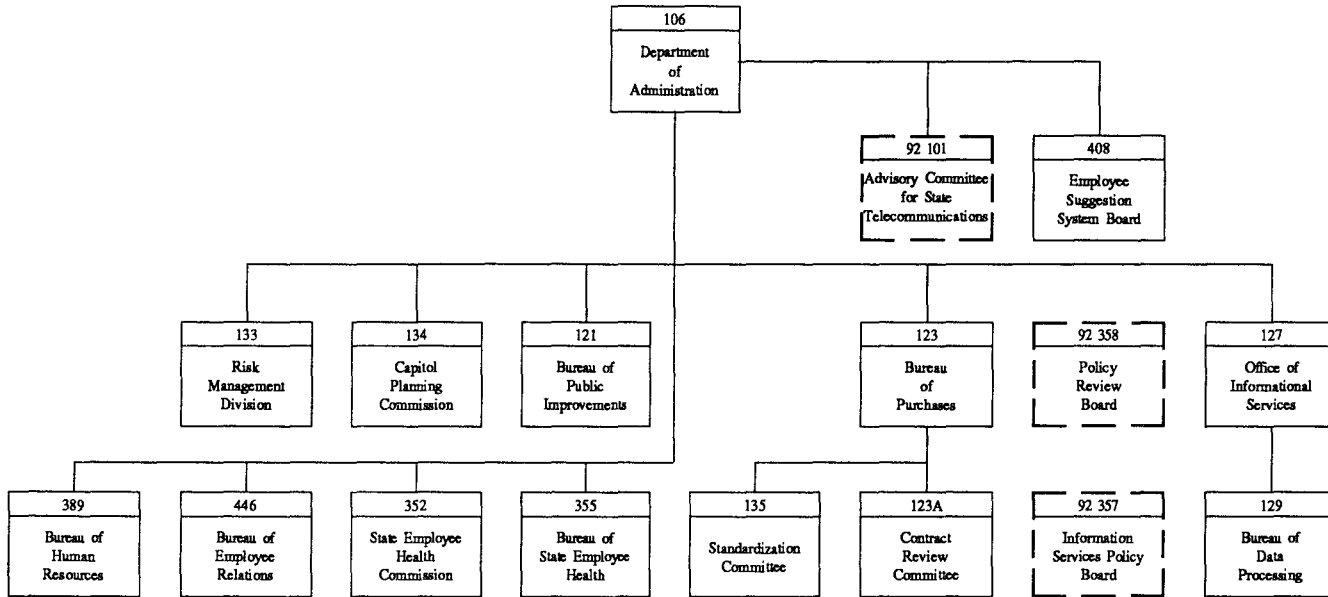
PURPOSE: The Department of Administration is responsible for providing central administrative services to the departments and agencies of State government, including human resource and labor relations services; insurance programs; purchasing, printing, and postal services; the provision and maintenance of State facilities; data processing and telecommunications services; and employee health and assistance programs. The goal of the department is to provide prompt and effective response to the service needs of its customers.

ORGANIZATION: The Department of Administration was established through Chapter 785 of the Public Laws of 1985, effective July 1, 1986. This legislation provided for a major reorganization of central financial and administrative units in State government. The former Department of Finance and Administration was dissolved, with fiscal management and revenue units placed in the Department of Finance and administrative service units placed in the Department of Administration. This and subsequent legislation also reorganized the State's central data processing and telecommunications services under a new Office of Information Services headed by a Deputy Commissioner. The reorganization also created the Bureau of State Employee Health, addressing wellness and health services, cost containment programs and administering the existing Employee Assistance Program. The former Governor's Office of Employee Relations was placed in the department as the Bureau of Employee Relations, and effective July 1, 1987, the (Office of) Commissioner of Personnel became the Bureau of Human Resources within the department.

PROGRAM: The programs of the department are implemented through its component units. The primary emphasis is to provide responsive, high quality and cost effective services to State departments and agencies and related public institutions. The department, through the Commissioner's Office and its service units, strives to coordinate the administrative activities of the Executive Branch with those of the Legislature, the Judiciary, the University of Maine System, and the Maine Vocational-Technical Institute System. The priority for all units is to continue improving services to customer state agencies.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF ADMINISTRATION
UMB 18**



ADMINISTRATION

Approved by the Bureau of the Budget

ADMINISTRATION

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,563,557	6,258,364	308,132	315,068		5,681,993
Health Benefits	1,184,798	590,898	30,641	43,931		519,328
Retirement	2,560,330	1,314,433	65,836	62,522		1,117,539
Other Fringe Benefits	108,017	53,572	3,311	2,252		48,882
Computer Services—State	321,629	170,516	8,000			143,113
Rents	1,383,625	71,580	206,491	5		1,105,549
Other Contractual Service	14,212,956	3,697,995	828,776	240,206		9,445,979
Commodities	1,605,929	817,425	25,744	30,677		732,083
Grants—Subsidies—Pensions	407,335	97,254	3,963	13,566	58,840	233,712
Purchases of Land	800,000	800,000				
Buildings and Improvement	4,919,549	4,367,732	455,549			96,268
Equipment	481,844	414,997	58,578			8,269
Interest—Debt Retirement	280,012	2,515	15			277,482
Transfers to Other Funds	708,968	488	19,747			688,733
TOTAL EXPENDITURES	41,538,549	18,657,769	2,014,783	708,227	58,840	20,098,930

DEPARTMENT OF ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	242,302	242,302				
Health Benefits	16,728	16,728				
Retirement	55,589	55,589				
Other Fringe Benefits	2,318	2,318				
Computer Services—State	19,098	19,098				
Other Contractual Service	32,372	32,372				
Commodities	5,461	5,461				
Grants—Subsidies—Pensions	194	194				
Equipment	5,533	5,533				
Interest—Debt Retirement	8	8				
TOTAL EXPENDITURES	379,603	379,603				

ADMINISTRATION

CAPITOL PLANNING COMMISSION

DALE F. DOUGHTY, CHAIRMAN
JON OXMAN, Chairperson

Central Office: B.P.I., Room 211, State Office Building

Telephone: 289-4000

Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: 1967

Sunset Termination Scheduled to Start by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 18; Unit: 134; Citation: 5 M.R.S.A., Sect. 298

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership and, while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The Bureau of Public Improvements also provides staff support. The Commission must meet at least once every four months.

PROGRAM: The Capitol Planning Commission met only once in the last year. The reason for the inactivity was a moratorium placed on governmental expansion while the Special Committee on the New Capitol Area Master Plan completed the new plan.

LICENSES, PERMITS, ETC.:

Sign Permits for:

Businesses

Any building within Capitol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

ADMINISTRATION

CONTRACT REVIEW COMMITTEE

RONALD H. LORD, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Telephone: 289-3521

Established: 1969

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; Umbrella: 18; Unit: 123A; Citation: 1987 Exec. Order 18

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Contract Review Committee was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. A new Executive Order was issued by the Governor in March, 1984, to reconstitute the Committee as the Contract Review Committee comprised of the State Purchasing Agent as Chairman, State Budget Officer, State Controller and Director of Central Computer Services as ex officio members, and to strengthen the authority of the Committee over special services contracts. Committee membership was modified by a new Executive Order issued in August, 1986, and then restored to the 1984 organization in a June, 1987, Executive Order. Internal Review Process revised, Executive Order May 1989.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the former Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*, with updates mailed to agencies. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 908 contracts and contract amendments involving a total expenditure of over \$35,753,043.51 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through independent review by Committee members as well as work sessions and meetings with agency representatives.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

ADMINISTRATION

BUREAU OF DATA PROCESSING

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Telephone: 289-3631

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 1887

Average Count—All Positions: 154

Legislative Count: 0

Organizational Units:

Administrative Support and Financial Services Sections
Computer Operations Division
Systems Software and Planning Division
Systems and Programming Division
Customer Assistance Division

PURPOSE: The Bureau of Data Processing was created by legislation reorganizing the Department of Finance and Administration. Effective July 1, 1986, the new Bureau was created within the Office of Information Services under the new Department of Administration. At that time, service portions of the abolished Central Computer Services were transferred to the Bureau of Data Processing.

ORGANIZATION: The Bureau of Data Processing provides the major data processing services in State Government, including computer operations, programming and applications systems development. The Bureau, as authorized by the Deputy Commissioner of the Office of Information Services, works to assure consistency in programming services, stability in data processing functions, reliability in the operation and maintenance of systems throughout State Government, and the responsiveness and flexibility to react to changing situations and needs.

BDP continues its 'Customer Service' philosophy by permeating it into the daily actions of Bureau staff. The Bureau also holds monthly Customer Group meetings for the purpose of informing customers and hearing from the customers what their needs are.

Key changes were made to our software and hardware to improve system availability and to expand resources to our customers.

PROGRAM:

Computer Operations Division: The primary objective of the Computer Operations Division is "Customer Service" and to provide responsive, efficient and professional service to customer agencies requiring computer processing, media library, data entry, auxiliary, data communications or data control services. On-line, timesharing, batch and remote processing is provided on a twenty-four (24) hour, seven days per week basis.

In keeping with OIS/BDP goals, we have continued our expansion to further enhance our ability to serve the growing computer needs of state agencies. During the past year, our High Speed Printing (HSP) output has increased from an average of 1.7 million pages to 2.3 million pages per month. To provide reliable and consistent printer services, the Bureau has successfully negotiated for a second HSP laser printer. The printer is expected to be installed and operational within the second week of July 1990. This system will initially be attached to our IBM 3090 mainframe with future on-line testing scheduled for our BULL HN DP890 mainframe.

During the past year, a new three-year Computer Output Microfiche Services contract was completed and also a Computer Room Cleaning Service contract was completed.

Efforts have continued to expand the usage of the BULL HN 3390 disk services to replace the remaining MSU501 disk devices.

The NCR Comten front-end processors have provided the necessary interface communications access for our customers to both our BULL HN and IBM mainframes. Due to the demand and advanced technology, the Bureau completed an upgrade of our NCR Comten processors from one 3690 and one 3695 to two 5655 units. This upgrade initially provides the ability to connect our network to one 5655 while testing is accomplished on the other. It also provides a backup for our network and continued service to our customers.

The IBM 3090-150E system was upgraded this year to a 3090-180J. The hardware performance has been 99.9% available throughout the year. Efforts have continued to expand the usage of the IBM 3390

ADMINISTRATION

disk devices to replace the older 3380/D and E disk devices. To enhance the Automated Tape Library further, software will be reviewed, tested and evaluated in the coming year.

Customer Assistance Division: The Customer Assistance Division is responsible for disaster recovery planning and preparation, security, risk assessment and monitoring, a help desk function, supplies and inventory, problem response oversight, problem change tracking, customer equipment lease, and the Bureau's customer service planning and management. The division continues to provide state agencies with guidelines for security and insurance assessment, customer help procedures and a 3-year plan for disaster recovery.

The division has contracted for and provides state agencies with disaster recovery planning software and training, has integrated a new automated inventory system, and improved the supply and services section to provide continued customer assistance.

Systems Software and Planning Division: This division is responsible for the generation and maintenance of the mainframe and data communications operating systems software, currently for the Bull and IBM mainframes, and the Bull and NCR Comten network processors. Among other things, the division is also responsible for the installation and maintenance of third-party vendor software, the maintenance and reporting of the Bureau's performance management and capacity planning systems, the planning and installation of data processing products, and the development of any specialized programming techniques. During this fiscal year, the hardware and software of all these machines were upgraded and improved in order to meet new customer needs for products and services.

Some of the highlights this past year include resolving the Bull mainframe problem and substituting a more stable and better performing machine; assisting in forecasting and providing resource needs for the developing MFASIS and Child Support systems; setting up Human Services' Medicaid Electronic Media Claims system to exploit and expand capability which can save Human Services and the providers significant amounts of money; writing and publishing a strategic directions document for BDP customers; and reducing costs by eliminating an old IBM operating system, 3375 disk drives, and a 3704 network processor.

In the data processing industry, it is important to protect one's investment in technology and services by maintaining currency with vendor improvements. Such upgrades and improvements this year included Release 5 of VM/SP and Release 3004 for GCOS8, two of our key operating systems. To improve system performance for our customers, the division increased the IBM mainframe's memory to 64 megabytes, and on the Bull mainframe began using a caching technique for frequently accessed disks. Providing for increased demand of disk storage space within existing floor space was accomplished by utilizing denser disk models within the same footprint.

Many customers and administrative products were installed or upgraded as well. For the record, these included GDDM, DW370, PROFS, V/SEG, NETVIEW, PASSTHRU, DNS300, MAGNA, XPQ, UFO, RSCS, SAS, and ECS. These products enhanced our customers' and our own ability to do such things as graphics, word processing, electronic mail (including hooking up to the Governor's Office and all Cabinet members), network management, system development and report writing, statistical analysis, and access to outside database bases. We also provided the means for the public to access additional information and systems such as MOICC and the Human Services Electronic Directory without sacrificing the security of confidential data and the State's investment in systems.

Systems and Programming Division: This division provides a full range of application development services (analysis, design, programming) for State Government on a consulting basis. Work is performed in accordance with the state standards for systems development. Support is provided for PC's, WANG and UNIX departmental computers, and the State's Bull and IBM mainframes. State agencies taking advantage of these services encompass the three branches of State Government.

During this past year, major efforts were completed or were underway in several areas. Included among these were:

Financial and Administrative Systems—In conjunction with a consultant, Systems and Programming is working on major new systems for payroll/personnel/position control, accounting, purchasing, and budget preparation. More than 20,000 hours have been committed to these projects.

Child Support Enforcement—This joint effort, funded by the Federal Government, involves the States of Maine and New Hampshire. A consultant is leading the design and programming effort. The new system is expected to be a model for other states.

Inland Fisheries and Wildlife—Agent Licensing and Dealer systems have been completed and placed into production. The registration system has been completed and is scheduled for production during the new fiscal year.

Maintenance and enhancement services were provided for many State Government agencies. Among systems receiving ongoing support are Legislative Bill Status; Alcoholic Beverages Point-of-

ADMINISTRATION

Sale; Tax Set-Off and Fuel Tax; Budget Position; Document and Work Program; Education Finance; Human Resources Employee; Retirement Payroll, Refunds and Member Accounting; Corrections Master Record Keeping; Human Services Resource Directory; and Secretary of State Corporations.

PUBLICATIONS:

Strategic Directions for Mainframe and Networking Computers

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF DATA PROCESSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,305,766					3,305,766
Health Benefits	273,816					273,816
Retirement	641,264					641,264
Other Fringe Benefits	28,287					28,287
Computer Services—State	3,183					3,183
Other Contractual Service	2,181,492					2,181,492
Rents	446,625					446,625
Commodities	444,333					444,333
Grants—Subsidies—Pensions	82					82
Interest—Debt Retirement	251,884					251,884
Transfers to Other Funds	246,615					246,615
TOTAL EXPENDITURES	7,823,347					7,823,347

STATE EMPLOYEE HEALTH COMMISSION

FRANK A. JOHNSON, CO-CHAIR

THOMAS G. WELLMAN, CO-CHAIR

JO A. GILL, EXECUTIVE DIRECTOR

Central Office: 219 Capitol St., Augusta

Telephone: 289-6780

Mail Address: Statehouse Sta. #114, Augusta, Maine 04333

Established: August 4, 1988

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; Umbrella: 18; Unit: 350; Citation: 5 M.R.S.A. Sect. 285-A

Average Count—All Positions: 12.5

Legislative Count: 0

PURPOSE: The State Employee Health Commission was established to serve as trustee of the State Employee's Health Insurance Program, including health and dental insurances, and to advise the Director of the Bureau of State Employee Health on issues related to employee health and wellness, and the employee assistance program.

ORGANIZATION: The Commission was established by the 113th Legislature in 1988 replacing the Board of Trustees, Group Accident and Sickness or Health Insurance and the Labor/Management Committee on Employee Health. Membership of the Commission consists of fifteen (15) labor and management representatives as follows: one labor member from each bargaining unit recognized under Title 26, Chapter 9-B, appointed by the employee organization certified to represent the unit; one labor member from the largest bargaining unit recognized under Title 26, Chapter 14, appointed by the employee organization authorized to represent the unit; one labor member appointed by the retiree chapters of the Maine State Employees Association; four management members appointed by the Commissioner of Administration; one management member appointed by the Court Administrators; and the Director of State Employee Health, ex officio.

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PROGRAM: The Commission renewed contracts for the health insurance program with Blue Cross and Blue Shield of Maine, for major medical coverage with Blue Alliance Mutual Insurance Company and for the voluntary prescription drug program with MEDCO. Contract renewals were awarded for the policy year ending June 30, 1990. Additionally, the Commission renewed a contract for managed care services with Health Professionals Review. Further, the Commission renewed the dental insurance contract with Northeast Delta Dental for the policy year ending June 30, 1990. The Commission also issued an RFP (Request for Proposals) for an HMO (Health Maintenance Organization) to be offered as an alternative health care plan.

PUBLICATIONS:

Your Health Care Portfolio (free)

Northeast Delta Dental: Dental Plan Description (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE EMPLOYEE HEALTH COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	192,988		192,988			
Health Benefits	19,343		19,343			
Retirement	41,752		41,752			
Other Fringe Benefits	1,455		1,455			
Computer Services—State	5,359		5,359			
Other Contractual Service	112,918		112,918			
Rents	30,303		30,303			
Commodities	8,046		8,046			
Equipment	41,207		41,207			
Interest—Debt Retirement	14		14			
TOTAL EXPENDITURES	453,385		453,385			

BUREAU OF STATE EMPLOYEE HEALTH

FRANK A. JOHNSON, DIRECTOR

Central Office: 102 Sewall St., Augusta

Telephone: 289-4516

Mail Address: Statehouse Sta. #122, Augusta, Maine 04333

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; Umbrella: 18; Unit: 355; Citation: 5 M.R.S.A. Sect. 954

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The purpose of the Bureau of State Employee Health is to plan, to develop, and to implement programs and services designed to improve the health and safety of State employees. Working with the State Employee Health Commission, the Bureau's activities are intended to complement efforts of the State Employee Health Insurance Program to contain health care costs through health education and the early detection of disease and illness.

ORGANIZATION: The Bureau of State Employee Health was created by legislation of the 112th Legislature in 1986. The Bureau is organized into two divisions: the Division of Employee Health Programs and the Employee Assistance Program (EAP). The Division of Employee Health Programs is responsible for delivering programs and services in response to a variety of employee health issues. A staff of public health educators provides health promotion and health education services throughout the state and a public health nurse provides first aid and health services for State employees and visitors of the Capitol complex. The Employee Assistance Program is staffed by motivational specialists who

ADMINISTRATION

provide voluntary assessment and referral services for state employees, their families, and retirees and a training and education coordinator who provides programs on a wide variety of health-related issues.

PROGRAM: For Fiscal Year 1990, the major emphasis of the Bureau's activities was the expansion of the health promotion and risk reduction programs and the continued expansion of EAP services.

After introducing worksite blood cholesterol and blood pressure screening services in the Capitol area, the Bureau expanded those services and locations throughout the state. The delivery of other health promotion programs such as weight management/nutrition, smoking cessation, and AIDS education was also expanded to worksites in all sixteen counties. The Bureau also introduced a series of instructional programs for First Aid and CPR.

Additionally, the Bureau introduced a health risk appraisal (HRA) for general health education and a new series of stress management seminars. Further, in cooperation with the Department of Mental Health and Mental Retardation and the Department of Administration's Workers' Compensation Unit, the Bureau implemented the Pineland Project, an administrative program designed to improve employee health and safety and to contain the costs of workplace injuries.

The state EAP offers free, voluntary, and confidential counselling sessions with employees, their families and retirees to provide assessment and referral services. The EAP provides assessment and referral services statewide to employees experiencing a wide range of personal problems including substance abuse, emotional issues, marital difficulties, eating disorders, legal problems, and financial issues. The EAP introduced a training program for labor and management to address the issues of access to the EAP, and referrals as well as specialized programs relating to alcohol/substance abuse in the workplace, co-dependency, and domestic violence.

PUBLICATIONS:

HEALTHY ME.—a pamphlet describing the Bureau's services (free)
 Your EMPLOYEE ASSISTANCE PROGRAM (free)
 QUESTIONS AND ANSWERS—EAP (free)
 COMBAT HIGH CHOLESTEROL (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE EMPLOYEE HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	455,890		99,351			356,539
Health Benefits	35,210		9,441			25,769
Retirement	103,105		21,001			82,104
Other Fringe Benefits	5,050		1,677			3,373
Computer Services—State	1,008		1,008			
Other Contractual Service	323,308		156,356			166,952
Rents	35,602		17,790			17,812
Commodities	31,318		4,940			26,378
Grants—Subsidies—Pensions	7,797		3,963			3,834
Interest—Debt Retirement	1		1			
Transfers to Other Funds	42,017		11,616			30,401
TOTAL EXPENDITURES	1,040,785		327,144			713,641

ADMINISTRATION

EMPLOYEE SUGGESTION SYSTEM BOARD

NANCY J. KENNISTON, ACTING COMMISSIONER OF ADMINISTRATION
GEORGE H. VILES, SYSTEM ADMINISTRATOR

Central Office: State Office Bldg., Augusta; *Floor:* 4

Mail Address: Statehouse Sta. #74, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 408; *Citation:* 5 M.R.S.A., Sect. 642

Average Count—All Positions: 0

Telephone: 289-4520 (Voice)

289-4537 (TDD)

Sunset Review Required by: June 30, 2000

Legislative Count: 0

PURPOSE: The Employee Suggestion System Board has responsibility for the guidelines for administration of the State Employee Suggestion Award Program (5 MRSA, Section 642) and for making final determinations on suggestions submitted under these guidelines.

ORGANIZATION: Under the enacting statute, Board membership was defined as the Commissioner of Personnel, the Commissioner of Finance and Administration, and one other Commissioner of a State department to be appointed by the Governor. The Commissioner of Professional and Financial Regulation was appointed as the third member of the original board.

In July 1986, the Department of Finance and Administration was divided into two separate departments and, for continuity, the Board consisted of the Commissioner of Personnel, the Commissioner of Finance and the Commissioner of Administration.

The 1987, the enacting statute was amended and Board membership was redefined as the Commissioner of Finance, the Commissioner of Administration and one other Commissioner of a State department to be appointed by the Governor. The Commissioner of Transportation is currently the appointed member.

Staff within the office of the Commissioner of Administration provide for program administration in conjunction with designated coordinators in State agencies.

PROGRAM: During FY'90, the Employee Suggestion System received 120 suggestions, 16 of these suggestions were eligible for awards totalling \$2,836. This represents 10% of the estimated savings to the State.

PUBLICATIONS:

Guidelines for the Maine State Employee Suggestion System (free).

FINANCES, FISCAL YEAR 1990: Sixteen cash awards totalling \$2,836 were granted.

BUREAU OF EMPLOYEE RELATIONS

KENNETH A. WALO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2

Mail Address: Statehouse Sta. #79, Augusta, Maine 04333

Established: July 1, 1986

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A

Average Count—All Positions: 16

Telephone: 289-4447

Sunset Review Required by: June 30, 2000

Legislative Count: 16

PURPOSE: The Bureau of Employee Relations functions as the Governor's designee for employee relations for the State of Maine. The Bureau's mission is to:

- (a) Develop and execute employee relations policies, objectives and strategies consistent with the overall objectives of the Governor;
- (b) Conduct negotiations with certified and recognized bargaining agents under applicable statutes;

ADMINISTRATION

- (c) Administer and interpret collective bargaining agreements, and coordinate and direct agency activities as necessary to promote consistent policies and practices;
- (d) Represent the State in all bargaining unit determinations, elections, prohibited practice complaints and any other proceedings (including MLRB and Court cases) growing out of employee relations, and collective bargaining activities;
- (e) Coordinate the compilation of all data and information needed for the development and evaluation of employee relations programs and in the conduct of negotiations;
- (f) Coordinate the State's resources as needed to represent the State in negotiations, mediation, factfinding, arbitration, and other proceedings; and
- (g) Provide staff advice on employee relations to the various departments and agencies of State government, including providing for necessary supervisory and managerial training.

ORGANIZATION: Chapter 785, Public Laws of 1985, established the Bureau of Employee Relations within the Department of Administration.

PROGRAM: In FY 1990, the Bureau completed negotiations for a three-year successor agreement to one collective bargaining agreement and implemented 7 successful agreements, covering over 12,000 employees. The Bureau was also engaged in multi-union negotiations over the State's compensation system. The Bureau also is responsible for management representation on ongoing labor-management committees dealing with stress, safety (including asbestos-related issues), employee health, and other bargaining related activities.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	497,997	497,997				
Health Benefits	35,978	35,978				
Retirement	108,440	108,440				
Other Fringe Benefits	3,577	3,577				
Computer Services—State	15,730	15,730				
Other Contractual Service	284,192	284,192				
Rents	4,620	4,620				
Commodities	9,500	9,500				
Grants—Subsidies—Pensions	23	23				
Equipment	1,016	1,016				
Interest—Debt Retirement	2	2				
TOTAL EXPENDITURES	961,075	961,075				

BUREAU OF HUMAN RESOURCES

DONALD A. WILLS, ACTING DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2

Mail Address: Statchouse Sta. #4, Augusta, Maine 04333

Established: July 1, 1987

Reference: Policy Area: 00; Umbrella: 18; Unit: 389; Citation: 5 M.R.S.A., Sect. 7033

Average Count—All Positions: 41

Telephone: 289-3761 (Voice)

289-4537 (TDD)

Sunset Review Required by: June 30, 2000

Legislative Count: 40

PURPOSE: The Bureau of Human Resources is responsible for centralized administration of the State's Civil Service System. The mission of the Bureau is to adopt, amend and enforce Civil Service Rules and Regulations to ensure that positions essentially alike in duties and responsibilities are treated alike in pay

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and other civil service processes; to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness; and through these merit programs and employee development and training programs, to promote effective services and economy for the conduct of State business. The Bureau of Human Resources is a service agency to the rest of State Government, and the Bureau's enacting legislation mandates a civil service system which is responsive to the needs of agencies and employees and contains provisions for the increased involvement of agencies in establishing policy and identifying problems and finding solutions to these problems.

ORGANIZATION: In 1937, the State of Maine enacted legislation (referred to as the Personnel Law) to parallel Federal Civil Service Law. Power and authority for administration of this Personnel Law was vested in a three-member State Personnel Board and a Bureau of Personnel (within the then Department of Finance). The Bureau was headed by a Director of Personnel who was jointly appointed by the Governor and the State Personnel Board to serve at the pleasure of the Board.

This organization for administration of the Civil Service System changed in 1941 when the Bureau of Personnel was afforded the status of an independent State agency referred to as the Department of Personnel. With this change, the power and authority remained vested in the Personnel Board and a Director appointed to serve at its pleasure.

In 1947, the State Personnel Board was provided statutory authority to appoint a State Advisory Council on Personnel comprised of representatives from the Legislature, the Governor's Office, the Governor's Executive Council, department heads, the employees' association, the Budget Office and the Public.

In 1953, membership on the State Personnel Board was increased from three to five members by adding a State employee selected by the Maine State Employees' Association and a member selected from department heads.

In 1975, the five member Board was made an all public body by deleting the special memberships added in 1953, and the Board's authority for an advisory council was discontinued.

In 1976, the organization for administration of the State Civil Service System experienced a major change. The Department of Personnel was made a Cabinet level department, headed by a Commissioner appointed by the Governor, to serve at the pleasure of the Governor. The Commissioner was provided the power and authority formerly vested in the State Personnel Board and the State Personnel Board was redefined as an advisory and appellant body.

In January 1981, the Governor placed the Office of Employee Relations under the direction of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

In 1986, legislation was enacted which significantly altered the mission and purpose of the Department of Personnel and provided a year of transition for the Department to become a Bureau within the newly established Department of Administration. During the transition period, the responsibilities established by this legislation for the Director of the Bureau of Human Resources were carried out by the Commissioner of Personnel. All of the following changes were effective with the start of the transition period on July 1, 1986. The State Personnel Board was discontinued and replaced by the State Civil Service Appeals Board. A Policy Review Board was established to provide advice and assistance to the Commissioner of Administration and the Director of Human Resources with respect to Civil Service policy and program development. The Office of Employee Relations was established as a Bureau within the Department of Administration and the former Training Division of the Office of Employee Relations was placed under the Bureau of Human Resources.

In July 1987, the transition required by the 1986 legislation was completed and the Bureau of Human Resources was established as the replacement organization for administration of the State's Civil Service System.

PROGRAM: Throughout FY 89-90, the Bureau worked closely with the Policy Review Board, department heads and line agency personnel managers to accomplish the following goals for administration of the State's Civil Service System:

- To provide agencies and departments of Maine State Government with timely and effective human resource services.
- To insure that individuals who are hired have the knowledge and skills necessary for the effective operation of State government and to encourage the retention of qualified employees.
- To enhance the ability of State agencies to implement effective Affirmative Action Programs.
- To establish that "quality professional development" is an accepted and supported policy of all State government.

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During FY 89-90 the Bureau continued to work on several major projects that were initiated the previous year and started several new undertakings. The Bureau responded to the human resource implications of the revenue shortfall by helping to develop the Voluntary Cost Savings Programs, and by administering both layoffs and the hiring freeze. While these activities were not among the positive goals set out for the Bureau, they were vital parts of a well-founded response to budget difficulties and will be among the most important and challenging activities for the Bureau in the coming year.

The Bureau's primary accomplishments for FY 89-90 are:

- **MFASIS.** During this reporting period the Bureau was a leader in the transition to the new MFASIS system, an automated and integrated system for payroll, human resource management and position control. MFASIS is now up and running. This was one of the single largest projects ever for this organization. MFASIS has helped to further the Bureau's trend toward decentralizing certain human resource functions to line agencies.

- **Audit and Program Review.** With its compliance review at the end of FY 89-90, the Bureau formally completed its period of review by the Legislature's Joint Standing Committee on Audit and Program Review. Generally, the Committee gave the Bureau high marks for its commitment to decentralize, seek new efficiencies and better serve its customers. No major changes were imposed by the Legislature, which substantially rewrote the Bureau's statutory mandate only three years earlier.

- **Voluntary Cost Savings Programs.** For much of FY 89-90 the Bureau was engaged in the design and implementation of the several components of the Voluntary Cost Savings Programs. The Voluntary Programs are an innovative strategy for reducing layoffs by providing special programs and benefits to encourage employees to volunteer to take time off without pay or, if eligible, to retire under a special incentive program. The total savings that will be generated by employees who participate in these programs is expected to make a significant contribution to the State's overall savings target.

- **Layoff Administration.** The Bureau furnished line agencies with a guide for administering employee layoffs, and the Bureau revised and refined certification and register procedures to accommodate the needs of affected employees. A State Transition Team was established to coordinate efforts among departments and to serve as a central information liaison for employees affected by layoff, agency human resource managers and program supervisors. The Team includes representatives from all agencies experiencing layoffs, MSEA, AFSCME, the Bureau of Employee Relations, employee health and benefit areas, and support service groups such as the Maine Job Service.

- **Supported Employment/Special Appointment Project.** The Supported Employment/Special Appointment Project was far more successful than anticipated. This special project was selected by the National Association of State Personnel Executives as one of the most innovative programs that has been advanced to address issues associated with the changing workforce. To date, thirty individuals with disabilities have been placed in Civil Service positions through the Project, for an estimated \$135,528.00 annual savings of federal, state and local entitlement money. As part of the Project's activities, disability awareness training and technical assistance on "reasonable accommodation" has been provided to over 200 Affirmative Action Officers, Personnel Officers, Personnel Managers, and supervisors. Currently, the Project and the Bureau are engaged in an interagency effort to extend supported employment delivery to persons with severe disabilities. A primary initiative of this effort will be to identify and address administrative and statutory barriers of the State's Civil Service System to supported employment objectives.

Other important accomplishments of the Bureau during FY 89-90 are:

- The program requirements for filling direct-hire classes were updated and re-issued to line agencies, and the Bureau worked with agencies on an on-going basis to develop sound recruitment and screening methods for their direct-hire classes.
- A pilot project was implemented in three state departments that gives these selected departments the authority to classify their own positions until the end of the summer, 1990.
- The Bureau continues to work with special work committees established to help the Bureau streamline its operations and activities in the areas of classification, compensation and recruitment. These work committees are comprised of representatives from several of the larger state agencies.
- A pilot project developed by Labor-Management to increase the transfer opportunities for clerical employees in the Augusta-Hallowell-Gardiner area is being evaluated for permanent implementation.
- The Bureau developed and prioritized a list of classifications for purposes of job analysis and exam validation review, and several reviews are currently in process.
- The Bureau continued its special effort to provide technical assistance to smaller State agencies and to keep these smaller agencies informed of Bureau activities.
- Negotiations with a coalition of unions over the State's job evaluation system continued throughout FY 89-90.

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- A career mobility workshop was developed to assist employees in determining and accessing career paths within State Service.
- To date, 43 pre-existing classes have been changed from competitive to direct-hire and 26 new classes were designated direct hire at the time they were established.
- Since 1987, the Bureau has settled 112 reclassification appeals. An 18-month backlog of 102 appeals remains.

Affirmative Action. During FY 89-90, the Bureau continued to provide direction, support and technical assistance to State agencies in the implementation of Affirmative Action Programs, complaint investigations and related employee/supervisory training. The Bureau implemented a Supported Employment/Special Appointment Project to enhance its Affirmative Action Program near the end of the last fiscal year and, as reported, this Project has proved to be very successful.

State Training and Development. Training and management consulting services were provided to approximately 3900 employees and 30 State agencies. Training included courses and programs in management skills, labor relations, clerical skills (including the 5th Annual Secretarial Symposium which was attended by approximately 225 participants), personnel policies, stress management, interviewing skills, New Employee Orientation and other subjects relevant to management and professional and career development of State employees.

Additionally, the Bureau responded to a large number of diverse special requests for management and professional development programs, which included the design and delivery of comprehensive training for managers. The training has allowed managers to develop consistent management practices while providing reinforcement to each other.

The Bureau continued to work with designated agencies to coordinate training activities for their individual departments. Train-the-trainer was provided to these agencies for the delivery of various programs.

The Bureau also conducted train-the-trainer in support of the MFASIS project. More than 70 technical trainers were developed from among line agency personnel for this major training effort.

237 new employees were oriented through Training and Development this year. In addition, the Bureau continued to work with line agencies to implement agency-level New Employee Orientation. As a result, approximately 50 percent of new employees now receive orientation at the agency level.

The Bureau has continued to develop cooperative programs with the University for professional development programming. This was reflected in the Maine Management Institute (MMI), Maine Executive Institute (MEI) and the Secretary Administrative/Support Institute (SASI). SASI is an institute that is run in a series of six programs, all of which were offered this past year.

Also, the Bureau maintained its involvement in Employee Recognition Week, which takes place in June. Several different events were held throughout Recognition Week again this year, and 189 employees received honors from the Governor at the Governor's Employee Recognition Ceremony. Employee Recognition Week is a part of the State's overall Employee Recognition Program. This Program is now well-established and the Bureau helps agencies to design and conduct their own recognition programs as requested.

PUBLICATIONS: The following publications are obtained through the Bureau of Human Resources unless otherwise noted:

State of Maine Civil Service Rules (also available through Central Warehouse, Bureau of Purchases, Order #F-139A) (\$1.53 ea.)

Salary Schedules (Available through Central Warehouse, Bureau of Purchases, Order #F-139) (\$2.40 per set)

Alphabetical Listing of classes and ranges (Available through Central Warehouse, Bureau of Purchases, Order #F-139B) (\$2.52 ea.)

Affirmative Action Plan (Available through Central Warehouse, Bureau of Purchases, Order #F-135) (\$2.45 ea.)

Instructional Pamphlet for Oral Examination Candidates (free)

Informational Pamphlet on Veterans Preference in Maine State Service (free)

A Listing of Classes Continuously Open To Recruitment for both non-state employees and state employees (free)

A Listing of Classes Continuously Open To Recruitment for state employees (free)

A Listing of Direct Hire Classes Open To Recruitment for both non-state employees and state employees (free)

Career Opportunity Bulletins (Examination Announcements for classes not continuously open to recruitment) (free)

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State of Maine Application for Employment (also available from branch offices of the Maine Job Service) (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HUMAN RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,039,488	1,039,488				
Health Benefits	77,601	77,601				
Retirement	260,491	260,491				
Other Fringe Benefits	7,402	7,402				
Computer Services—State	96,676	95,043	1,633			
Other Contractual Service	317,678	162,879	154,799			
Rents	8,873	1,885	6,988			
Commodities	30,005	17,966	12,039			
Grants—Subsidies—Pensions	181	181				
Equipment	50,603	48,002	2,601			
Transfers to Other Funds	2,257		2,257			
TOTAL EXPENDITURES	1,891,255	1,710,938	180,317			

OFFICE OF INFORMATION SERVICES

GEORGE E. BARKER, JR., DEPUTY COMMISSIONER

Central Office: Village Square Plaza, 397 Water St., Gardiner

Telephone: 582-8884

Mail Address: Statehouse Sta. #145, Augusta, Maine 04333

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 18; Unit: 127; Citation: 5 M.R.S.A., Sect. 1881

Average Count—All Positions: 71

Legislative Count: 17

PURPOSE: In order to make the best of the very valuable data and information that is continuously created throughout State Government, it is necessary to develop the means by which coordination of effort and use may be achieved. It is in the best interest of the State to be able to develop and use computer data and information in the most efficient manner possible.

It is also essential that when confidentiality of computer data and information is necessary or desirable, the confidentiality of this information can be assured. Therefore, the Office of Information Services was created to be responsible for providing information services in data processing and telecommunications and for assuring the coordination of data processing throughout State Government.

ORGANIZATION: Legislation enacted by the 112th Legislature during the 112th Second Regular Session established the Office of Information Services as a functional unit of the Department of Administration effective July 1, 1986. The same legislation created an Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the Office. The Bureau of Data Processing was also created to provide the major data processing services in State Government including computer operations, programming and application systems. During the 1987 fiscal year the office was organized into functional divisions and units to properly administer the planning, training and management review responsibilities along with the above mentioned data processing services. The 113th Legislature moved the Division of Telecommunications from the Bureau of Public Improvements to the Office of Information Services. Therefore, effective July 1, 1987 the Office of Information Services has included the Bureau of Data Processing, a Customer Support Services Division, a Planning Division, a

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Telecommunications Division and a Training Division. The Quality Assurance Division became the Customer Support Services Division in FY 89, with the added function of adapting technological advancements to state agency needs.

PROGRAM:

Planning and Management Services Division

Significant progress was made on MCJUSTIS (Maine Criminal Justice Information System and GIS (Geographic Information System) via continued participation by the Division with the respective steering committees and in projects which have resulted from these strategic statewide initiatives. The Department of Public Safety moved forward with hardware and software acquisitions supporting communications, offender based tracking, criminal records history information, and uniform crime reporting. The Division assisted the Department of Corrections in developing an information systems strategic plan and provided support to the Sheriffs' offices. The Division began working with the Department of Conservation on information systems planning and provided support for the successful implementation of the GIS pilot project. Services were provided to several other agencies including the Bureau of Health, Disability Determination Services, Department of Marine Resources and the Department of Mental Health and Mental Retardation.

Training and Development Services Division

The Training and Development Services Division of OIS sponsored 58 seminars and classes which provided technical training to 570 State employees. The majority of these sessions focused on technical training for the State's information systems professionals. Other classes addressed computer literacy for non-technical users of larger and small computer systems.

OIS Training and Development Services and the University of Maine at Augusta jointly agreed to the shared training facility at UMA. The equipment was consolidated in the OIS computer lab at the OIS office in Gardiner.

In cooperation with several major Maine companies and the University of Maine System, OIS Training and Development services initiated a statewide training consortium. The consortium (Shared Training and Education Programs) has a stated mission to "meet the continuing education needs of Information Systems professionals in the State of Maine by consolidating the resources of State Government, the University of Maine System and private enterprise."

Customer Support Services Division

Customer Support Services (CSS) expanded their role in the past year to include activities needed by state agencies as a result of the increased growth and sophistication of technology. An example of this expanded support is the program offered to agencies whereby CSS would assist with the requirements analysis, procurement and assure a proper installation. As solutions become more complex, the need to integrate pieces from multiple vendors increases which requires a level of expertise necessary to manage the project. Waste Management Agency, Bureau of Data Processing, and the Employee Health Insurance Program are some of those who have availed themselves of this service.

CSS continues to be intimately involved in new technologies either in a research capacity or involved in RFP evaluations. Recommendations to agencies are based on the knowledge gained from these endeavors.

The micro computer contract was re-bid this past year and the number of contracted vendors has increased from three to five. In addition to receiving reductions in price, increased maintenance and installation support, and introductory computer training, the State added provisions whereby the agency would be guaranteed delivery of products within thirty (30) days or they will receive an additional reduction in price for every day the delivery is delayed.

CSS has recently begun work on formulating a service where an agency would contract for system administration support. This would relieve each agency of the task of recruiting necessary technical resources.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATION

OFFICE OF INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	979,759	376,811				602,948
Health Benefits	70,424	22,242				48,182
Retirement	190,947	74,307				116,640
Other Fringe Benefits	8,952	4,278				4,674
Computer Services—State	132,454	28,862				103,592
Other Contractual Service	480,600	101,230				379,370
Rents	110,396	32,406				77,990
Commodities	119,625	4,904				114,721
Grants—Subsidies—Pensions	164					164
Interest—Debt Retirement	8,462					8,462
Transfers to Other Funds	329,021					329,021
TOTAL EXPENDITURES	2,430,804	645,040				1,785,764

BUREAU OF PUBLIC IMPROVEMENTS

DALE F. DOUGHTY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Telephone: 289-4000

Established: August 28, 1957

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 1876

Average Count—All Positions: 206

Legislative Count: 205

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction costs and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to identify and manage asbestos in State-owned and leased facilities; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as a secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property, and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same

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manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilities for planning and plan review; design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities. In 1982, a Lease Space Coordinator and a Telecommunications Coordinator were added to the staff. In 1987, the telecommunications responsibilities were transferred to the recently established Office of Information Services, leaving the Lease Space Management with the Bureau.

In 1979, the Legislature charged the Bureau with rulemaking responsibilities for the procurement of architectural and engineering services. In addition, \$1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980, a total of \$15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Educational and Cultural Services and has been charged with complete responsibility for the Stateside part of the program. In 1981, the Legislature authorized for public referendum and the voters approved an additional \$2 million to continue the State building energy conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

In 1986, \$6 million was authorized by the Legislature and voters for the identification and removal of asbestos in State facilities. A measure to provide an additional \$6 million and extend the program to the public schools was approved by voters in November, 1987.

In 1986, the Bureau was placed under the newly organized Department of Administration. With this reorganization, Telecommunications was removed from the Bureau and transferred to the Bureau of Data Processing.

PROGRAM: The program of the Bureau of Public Improvements is as follows:

Professional Services Division. The Professional Services staff oversees renovations, maintenance and repairs of roughly 3,000 state-owned buildings, consisting of approximately 11,000,000 square feet. The planning, design, review and construction monitoring staffs serviced approximately \$73,199,315 worth of public improvements during the past year. This has consisted of 56 public schools constructed worth \$65,141,544 and capital construction projects on 213 State projects worth \$8,057,770. Architectural and engineering costs, contingency, as well as other project costs on the above projects total an additional \$11,000,000. There were an additional 39% for Art projects on Public Schools totaling \$242,775.

The Energy Conservation and Management Unit completed 77 energy projects at a cost of \$378,320 over the past year with the Stripper Well Fund Allocation. The unit completed an electrical energy study identifying 1.5 million kilowatt-hour of savings and negotiated a third party financing package worth \$231,000 for the implementation. Once completed, the Capitol Complex utility bill will be reduced by an estimated \$90,000 per year. The unit has initiated another study with potential of similar magnitude.

Property Management Division. This Division has responsibility for operations, maintenance and housekeeping services of 48 buildings and 3 small related operations/storage buildings in the Capitol Complex, AMHI Complex and the Hallowell Annex and is currently over-seeing the Oak Grove Coburn property pending construction/operations changes. Building sizes and structure vary from older wood homes modified for office use to the seven-story State Office Building. Total area of floor space is approximately 1.5 million square feet with 28 acres of manicured grounds, numerous parking lots, limited roadways, limited grounds of 125 acres at the Hallowell Annex, plus the 500 acres at Oak Grove Coburn on a temporary basis.

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In early 1990, the Division was split into two specific sections to more properly delineate responsibility and reporting. The Superintendent of Buildings is responsible for all operations and maintenance except custodial care and recycling which are the responsibility of the Director of House-keeping and Custodial Services. Both positions report to the Director of the Bureau of Public Improvements.

Major accomplishments in operations and maintenance include replacement of the State Office Building transformers, boiler installation at Oak Grove Coburn, doubling of electrical distribution on 3 floors of the State Office Building, installation of all but one RPZ valve in all complexes, storm/sewer drain separation and paving at the BPI Service Building and Human Services parking lots, increasing parking capacity in the Capitol Complex by 12% through re-stripping of parking areas, upgrading fire alarm systems in the State Office Building and Stevens Pre-Release Center, major space renovations on the 5th, 6th and 7th floors of the State Office Building and at the Public Safety Building and a major electrical upgrade at the Ray Building. All doors in the State Parking Garage were replaced and 18 chimneys on various buildings were re-built. Tracked work order completion indicated a 13% and 4% respective increase of major and minor jobs completed. This is a very notable increase in productivity when correlated to reduced dollars and manning.

The office paper recycling program was expanded to include all buildings under BPI control the Capitol Complex, AMHI Complex and Hallowell Annex. The program is presently recycling 90 ton/month of high quality office paper through G.R.O.W. Industries at AMHI.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of \$382,291,613. During the year, this division audited and accounted for \$50,297,950 additions and \$40,413,631 retirements to the Capital Equipment Accounts, and Plant Reports were prepared showing additions of \$31,801,066 and retirements of \$56,640,108 to the Land, Building and Structures and Improvements Accounts. The 1990 year closed with a cost valuation for plant and equipment of \$367,336,890.

Division of Space Management. This Division assists State agencies in obtaining acceptable office facilities space either through use of existing State structures or the leasing of outside space. Services include: lease specifications, requests for proposals and negotiations, space planning and office layout, space allocation in existing State facilities and general property management for Bureau leased property.

The Bureau provides a master lease format and standard lease specifications. Only the user agency facility program is needed to quickly prepare and administer a Request for Proposal project to acquire additional facilities. Nearly all State agencies are using Bureau programs.

A growing and responsive State Government has created a greater need for additional acceptable office facilities. The selection of work sites that are efficient and provide a healthy environment has a high priority. Sites must also meet client and agency needs. Proposed lease locations must be acceptable in terms of site soils, energy use, lighting efficiency, inside air quality and full accessibility for the handicapped. Market conditions in major population centers are contributing to a less competitive scenario with higher lease costs. New leases are being negotiated in the range of \$13.00 to \$16.00 per square foot. Ongoing efforts to combine agencies in single locations continue. At present, lease space Statewide in the amount of 1,362,340 square feet, costing over \$11,114,982 is under contract. Capitol area lease facilities are at 72 locations, totalling 455,871 square feet, at a cost of \$4,587,639.

Division of Safety and Environmental Services. This Division was initially created in January of 1987, as the Division of Asbestos Management Activities. The Division conducted the legally mandated statewide survey of State facilities, and received legislative approval for its program plan based on that survey. In 1987, voters approved funds for a similar abatement program in the public schools, and the facility survey was completed by the end of 1988. The Division conducts abatement projects in State and school facilities, responding to emergencies and long-term planned needs. Training and assistance programs are also provided to educate public employees and avoid future asbestos problems. In August 1988, the Division's name was altered to reflect its increasing involvement with other facility environmental issues affecting State employees, including indoor air quality, hazardous chemicals, and general safety problems. The Division staffs the Labor Management Committee on Building Safety, created by contractual agreement to focus attention on a variety of safety issues in the work place.

LICENSES, PERMITS, ETC.

Parking Permits for:

Service Vehicles	Car Pooling
Outside Agency	Commissioners

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PUBLICATIONS:

Rules and Regulations — Capitol Planning Commission — n/c
 Life Cycle Analyses — n/c
 Homeowner's Manual for Asbestos

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,896,014	3,565,153	15,793	315,068		
Health Benefits	437,521	391,733	1,857	43,931		
Retirement	774,371	708,766	3,083	62,522		
Other Fringe Benefits	35,168	32,737	179	2,252		
Computer Services—State	9,919	9,919				
Other Contractual Service	8,702,530	2,965,070	404,703	240,206		5,092,551
Rents	184,170	32,449	151,410	5		306
Commodities	820,083	772,689	719	30,677		15,998
Grants—Subsidies—Pensions	169,262	96,856		13,566	58,840	
Purchases of Land	800,000	800,000				
Buildings and Improvement	4,919,549	4,367,732	455,549			96,268
Equipment	383,006	360,446	14,770			7,790
Interest—Debt Retirement	10,481	2,505				7,790
Transfers to Other Funds	6,362	488	5,874			
TOTAL EXPENDITURES	21,148,436	14,106,543	1,053,937	708,227	58,840	5,220,889

BUREAU OF PURCHASES

RONALD H. LORD, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; Umbrella: 18; Unit: 123; Citation: 5 M.R.S.A., Sect. 1876

Average Count—All Positions: 102.5

Legislative Count: 19

Organizational Units:

Purchasing Division
 Central Printing
 Surplus Division—State and Federal
 Contract Review Committee
 Central Mail Service

Central Warehouse
 Central Photo Laboratory
 Central Convenience Copiers
 Standardization Committee
 Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments

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and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (named Department of Finance and Administration in 1953 and renamed Department of Administration in 1986) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, Central Photography and State Surplus services. In 1977 the Department of Finance and Administration, through the Bureau of Purchases, was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of a Central Warehouse distributing departmental supplies for all agencies and foodstuffs for state institutions. The Central Photo Lab supplies photographic, developing, and video services to state agencies. Central Convenience Copiers administers the various photo copying equipment used throughout state government. The State Postal Center provides delivery, pick up and metering services to state mail. State and Federal Surplus Property Divisions handle the distribution and liquidation of surplus property of all types — Central Printing provides duplicating services and procures printed materials for all state agencies.

PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity). \$6.00 per copy for additional copies (plus postage).

Salary Schedule (Price \$2.66).

Personnel Rules (Price \$1.53).

State House Station Directory—Free at present time.

Equal Employment Opportunity (Price \$2.45).

How to Do Business with the State of Maine — Free at present time.

Class, Titles, and Ranges (Price \$2.52)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,824,510	407,770				1,416,740
Health Benefits	206,244	34,683				171,561
Retirement	356,967	79,436				277,531
Other Fringe Benefits	14,725	2,177				12,548
Computer Services—State	36,338					36,338
Other Contractual Service	259,828	35,557				224,271
Rents	559,530	220				559,310
Commodities	58,507	5,616				52,891
Grants—Subsidies—Pensions	88,168					88,168
Interest—Debt Retirement	9,160					9,160
Transfers to Other Funds	42,178					42,178
TOTAL EXPENDITURES	3,456,155	565,459				2,890,696

ADMINISTRATION

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 304
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333

Telephone: 289-2341

Established: 1965

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 18; Unit: 133; *Citation:* 5 M.R.S.A., Sect. 1725A

Average Count—All Positions: 4

Legislative Count: 4

PURPOSE: The Risk Management Division was established to provide insurance advice to the State government and administer all State insurance and self-funded plans and programs. The Director reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Commissioner of Administration such protection as deemed necessary or desirable for the protection of all State property and activities; recommends a limit of self-insurance on State-owned buildings, contents, furniture, fixtures, and activities consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965. The board consisted of five people with insurance experience. This board existed until 1983 when it was abolished. At this time, the department name was changed to the Risk Management Division. The division was placed under the Department of Finance and Administration and, in 1986, it was placed in the new Department of Administration. The authority is based on the Director's recommendations and the approval of the Commissioner of Administration.

The handling of claims is based on a continuing reserve fund, created to indemnify the State for self-insured losses, related loss adjustment expenses, and loss prevention expenses.

The Risk Management Division is increasing its ability to accept more and higher risks. This past year, the Casco Bay Transit Authority was added to our program as well as the rest of the insurance for Maine Maritime Academy. The State was able to collect back \$450,000 in its subrogation efforts. Insurance rates were kept stable.

The Foster Parent and Respite Care Liability Program has been considered successful. Numerous claims were paid and resolved very expeditiously.

Safety has been proactive. We are helping Departments meet their objectives on the Governor's Executive Order on Safety. This organization also helps staff the Intergovernmental Committee on Safety.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Risk Management Division.

STATE PROPERTY INSURANCE

Company: Continental Insurance Company
Agency: Fred S. James
Term: 7/1/89-7/1/90
Insured Amount: \$1,404,136,923
Annual Premium: \$192,367.00
Self-Retention: \$1,000,000.00
Claims Incurred: \$122,183.50

BOILER

Company: Hartford Steam Boiler Inspection & Insurance Co.
Agency: Johnson & Higgins of ME, Inc.
Term: 7/1/89-7/1/90
Annual Premium: \$35,734.00
Deductible: \$5,000.00
Claims Incurred: None

ADMINISTRATION

COMPREHENSIVE BLANKET BOND

Companies: Hartford Accident & Indemnity Company, Aetna Casualty & Surety, and U.S.F.&G.
Agency: The Dunlap Agency
Term: 7/9/89-7/9/90
Coverage: Employee Fidelity, money & securities, and food stamps
Number of Employees: 17,981
Premium: \$41,246.00
Losses Incurred: None
Deductible: \$5,000.00

OCEAN MARINE/BOAT INSURANCE

Company: Insurance Company of North America
Agency: W.C. Ladd & Sons, Inc.
Term: 7/1/89-7/1/90
Premium: \$264,428.00
Claims Incurred: \$44,533.76
Deductible: Various

POLICE PROFESSIONAL LIABILITY

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 7/26/89-7/26/90
Premium: \$95,250.00
Claims Incurred: \$20,650.00
Deductible: \$1,000.00

GENERAL LIABILITY INSURANCE

Company: Insurance Company of North America
Agency: The Dunlap Agency
Term: 10/13/89-10/13/90
Premium: \$62,003.00
Claims Incurred: None
Deductible: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: State of Maine Self-Insurance Fund
Agency: Risk Management Division
Term: 9/8/89-9/8/90
Limits: \$300,000 per occurrence
Premium: \$541,245.38
Deductible: \$500.00
Number of Units: 4,492
Claims Reported: 372
Claims Incurred: \$358,429.42

AIRCRAFT FLEET INSURANCE

Company: United States Fire Insurance Co.
Agency: Johnson & Higgins of ME, Inc.
Term: 8/6/89-8/6/90
Premium: \$43,093.00
Claims Incurred: \$24,643.46
Deductible: \$50,000.00

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATION

RISK MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	118,656	118,656				
Health Benefits	11,154	11,154				
Retirement	24,826	24,826				
Other Fringe Benefits	1,005	1,005				
Computer Services—State	759	759				
Other Contractual Services	1,518,038	116,695				1,285,211
Rents	3,506					3,506
Commodities	79,051					79,051
Grants—Subsidies—Pensions	141,464					141,464
Transfers to Other Funds	40,518					40,518
TOTAL EXPENDITURES	1,938,977	274,384				1,664,593

STANDARDIZATION COMMITTEE

RONALD H. LORD, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Telephone: 289-3521

Established: 1931

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; *Umbrella:* 18; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political sub-divisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1990: 5 MRSA Sect 1814 provides that expenditures of this unit shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

ADVOCACY SERVICES

MAINE ADVOCACY SERVICES

LAURA PETOVELLO, EXECUTIVE DIRECTOR

Central Office: One Grandview Place, Winthrop
Mail Address: P.O. Box 445, Winthrop, Maine 04364

Telephone: 377-6202

Established: October 1, 1977

Reference: Policy Area: 03; Umbrella: 99; Unit: 475; Citation: 22 M.R.S.A., Sec. 3551

Average Count—All Positions: 18

Legislative Count: 0

PURPOSE: To provide protection and advocacy services for people of all ages who have a disability and who meet enabling legislation eligibility criteria. Specifically, MAS provides:

1. Direct advocacy assistance for:
 - a. All persons who are developmentally disabled and have a disability rights-related complaint;
 - b. persons with mental illness residing in facilities for their care and/or treatment, and persons released from such facilities within 90 days, who have a disability rights-related complaint;
 - c. clients of the Bureau of Rehabilitation;
 - d. children with disabilities who are in placements outside of their own homes.
2. Information and referral for advocacy services for people who are disabled, elderly, or low income.
3. Information and referral for rights and services related to disability.
4. Training or disability-related rights and services for people with disabilities and their family members.

ORGANIZATION: MAS is a private non-profit agency with a governing Board of Directors. It is designated by the Governor to serve as the federally mandated Protection and Advocacy system for persons with developmental disabilities and mental illness. Through a contract with the Bureau of Rehabilitation, it provides federally mandated Client Assistance Program services for applicants to and clients of the Bureau of Rehabilitation. In 1989, the Legislature amended the state Protection and Advocacy statute, 5 MRSA pt. 24 chp. 511, to comply with changes in applicable federal law and to clarify the Protection and Advocacy system's authority to represent minors and adults under public guardianship.

MAS has a staff of 18, including 5 advocates, 2 attorneys, 2 information specialists, 3 program directors, 4 support staff, 1 assistant director, and 1 executive director.

PROGRAM: In FY 89, MAS advocated for 1,200 individuals with disabilities. Approximately 2,000 additional persons with mental illness were represented in class action litigation. MAS also provided information and referral services to 920 persons who were not eligible for direct representation. Training on legal rights and appropriate services were provided to 300 persons.

PUBLICATIONS:

Parents as Advocates: A Guide to Special Education in Maine (free to consumers and families).
Your Rights Under the Order of Selection (applies to the Bureau of Rehabilitation).
1989 Annual Report.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

ADVOCACY SERVICES

MAINE ADVOCACY SERVICES FINANCIAL STATEMENT PERIOD ENDED JUNE 30, 1990

Expenditures	Total	State	Federal
Salaries/Wages	323,904	89,435	234,469
Related Personnel	34,169	7,054	27,115
Travel	18,420	4,314	14,106
Staff Development	11,249	—0—	11,249
Publications	1,301	500	801
Contractual Services	9,519	2,838	6,680
Litigation	3,365	—0—	3,365
Meeting Expenses	3,456	2,456	1,000
Capital Equipment	1,320	—0—	1,320
Debt Retirement	5,641	—0—	5,641
Admin. O'head	84,697	20,732	63,965
Total Expenditures	497,041	127,329	369,711

MAINE COMMITTEE ON AGING

JAMES NORMINGTON, PhD., CHAIR
SHEILA COMERFORD, Director

Toll Free: 1-800-452-1912 (Long Term Care Ombudsman Program only)

Central Office: 124 State Street, Augusta

Telephone: 289-3658

Mail Address: Statehouse Sta. #127, Augusta, Maine 04333

Established: August 8, 1953

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 92; Unit: 159; Citation: 22 M.R.S.A., Sect. 5108

Average Count—All Positions: 7

Legislative Count: 6

PURPOSE: It is the goal of the Maine Committee on Aging, an independent state agency, to advocate for the rights of older citizens and to assure that the elderly of the State of Maine have access to an adequate retirement income; the best physical and mental health possible; suitable housing; restorative services for those who require institutional care; opportunity for employment; and efficient community services. In addition, the Maine Committee on Aging advises the Governor, Legislature, and state and federal government on policies and programs affecting older people in Maine, and provides information to the public concerning older persons' rights and services available to them.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the Private and Special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records for the Committee's Long Term Care Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, (P.L. 1981, Chapter 703) by making it an independent advisory committee located outside the Department of Human Services. In 1985, the Maine Committee on Aging legislation was again amended to give the Ombudsman Program authority to investigate complaints made on behalf of residents in adult foster homes. Legislation enacted by the Second Regular Session of the 112th Legislature expanded the scope of the Ombudsman Program to include elderly consumers of home based care services and provided funds to support an additional position for the program. In 1990 Maine Committee on Aging Legislation was further amended to reflect the federal Administration on Aging prohibitions on conflict of interest for members and to clarify that Volunteer Ombudsman Assistants must be trained and work under Committee staff with a plan of action.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 219,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation, meals and home care, but also with expanding the strengths and potentials of Maine's elderly to improve the quality of life. In addition, the Committee seeks to heighten the public's awareness of aging.

Since July 1975, the Maine Committee on Aging, through the Bureau of Elder and Adult Services (BEAS), has received a grant from the Administration on Aging to administer a Long Term Care Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and promotes policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging and other advocacy agencies to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Director, and State funds provide for two Ombudsmen. The program may empower up to 25 volunteer ombudsmen statewide. This Program now investigates complaints made regarding adult foster homes, adult day care and home care services for the elderly. Throughout the past fiscal year, the Program investigated approximately 300 cases involving 750 complaints and participated in several major long term care education programs. Program staff also offers in-service presentations to the staff of long-term care facilities as well as information on resident rights, living wills and other pertinent subjects to their residents.

AGING

The Committee also investigates issues in long term care and advocates for appropriate changes with state and federal agencies and the long term care professions.

The Maine Committee on Aging co-sponsors with the BEAS a Blaine House Conference on Aging which is attended by elderly delegates. As a result of this Conference, resolutions are passed dealing with recommendations for legislative and administrative proposals. Legislation initiated and/or supported by the MCoA and passed by the 2nd session of the 114th Legislature include additional funding for Home Based Care Funding for respite care for Alzheimer's families, revision of the Living Will statute to include nutrition and hydration, yearly mammogram screenings for women 50+ as an insurance benefit, upgrading the Medicare Supplement insurance law and required insurances to reinstate coverage for policies which have lapsed due to nonpayment by victims of organic brain disease.

Throughout the year, the Committee holds meetings on the third Monday of each month. Subcommittees meet more frequently, particularly the five-member Review Subcommittee, which reviews all proposals for funding elderly related programs under the Older Americans Act and policies which affect older people. Additionally, the Committee has an Ombudsman Advisory Committee which participates in targeting priority issues in the long term care area. Minutes of all meetings are on file and available to the public.

The Committee also has a subcommittee on Health Care. A report from this subcommittee was recently released, entitled, *Trends in Hospital Care for Maine's Elderly Population Before and Since Medicare Prospective Payment* concentrates efforts on educating consumers on long term care policy.

Consumer education is a priority of the MCoA. The Consumer Education subcommittee has developed a weekly newspaper column "The Plus Side" to provide information for seniors. The column now appears in several weekly papers.

Health insurance for people over 65 remains an important issue. During the past year the MCoA disseminated consumer information on both Medicare Supplemental Insurance and Long Term Care Insurance and commented on Medicare Supplement Insurance. In addition the Committee acted as an intervenor with the Office of the Attorney General on the Blue Cross/Blue Shield Medicare Supplement insurance rate hike case in Superior Court.

The MCoA also held hearings around the State concerning physician billing practices, assignment and insurance. 200 older people attended the hearings.

LICENSES, PERMITS, ETC.:

The Committee empowers 25 citizens to investigate, under staff direction, complaints in Maine's nursing homes, boarding homes, and adult foster care facilities; in addition to complaints received from recipients of home care services.

PUBLICATIONS:

Informational pamphlet on *Nursing and Boarding Home Ombudsman Program*, available in French and English (free)

Senior Citizen's Consumer Health Pocket Guide (free)

1989 Resident Rights Booklet

1989 Guide on How to Apply for the Medicaid Program (free)

1988 Blaine House Conference on Aging: A Report of Conference Proceedings and Recommendations

1987 Consumer's Guide to Long Term Care Services (how to assess appropriate nursing home, boarding home, adult foster care or home care services)

Living Wills (revised 1990) (free)

Durable Power of Attorney for Health Care (free)

1990 Long Term Care Insurance Comparison Chart

Legislative Update (available during legislative session)

1988 Trends in Hospital Care for Maine's Elderly Population Before and Since Medicare Prospective Payment

1990 Consumer's Comparison Chart: Medicare Supplement Insurance

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGING

MAINE COMMITTEE ON AGING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	175,419	143,352			32,067	
Health Benefits	14,224	11,751			2,473	
Retirement	35,664	28,982			6,682	
Other Fringe Benefits	2,348	1,547			801	
Computer Services—State	50	50				
Other Contractual Service	41,463	30,753	1,356		9,354	
Rents	18,481	18,441			40	
Commodities	5,401	4,484			917	
Interest—Debt Retirement	16				16	
Transfers to Other Funds	826		12		814	

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

BERNARD W. SHAW, COMMISSIONER

JOHN T. FOGLER, Deputy Commissioner

CARL W. FLORA, Deputy Commissioner

Central Office: Deering Bldg. (AMHI), Augusta

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3871

Established: 1852

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1

Average Count—All Positions: 290

Legislative Count: 119

Organizational Units:

Administrative Services Division
Bureau of Agricultural Marketing
Division of Market Development
Division of Quality Assurance
Maine Potato Board
Maine Dairy and Nutrition Council
Maine Dairy Promotion Board
Bureau of Agricultural Production
Division of Veterinary Services
Division of Plant Industry
(Office of) State Horticulturist
Seed Potato Board
Division of Production Development
Bureau of Agricultural and Rural
Resources
Division of Resource Development

Board of Pesticides Control
State Harness Racing Commission
State Soil and Water Conservation
Commission
Bureau of Public Services
Division of Regulation
(Office of) Sealer of Weights
and Measures
Animal Welfare Board
Maine Milk Commission
Maine Agricultural Bargaining Board
Maine Pull Events Commission
Commissioner's Office
Research Unit
Office of Public Information

PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

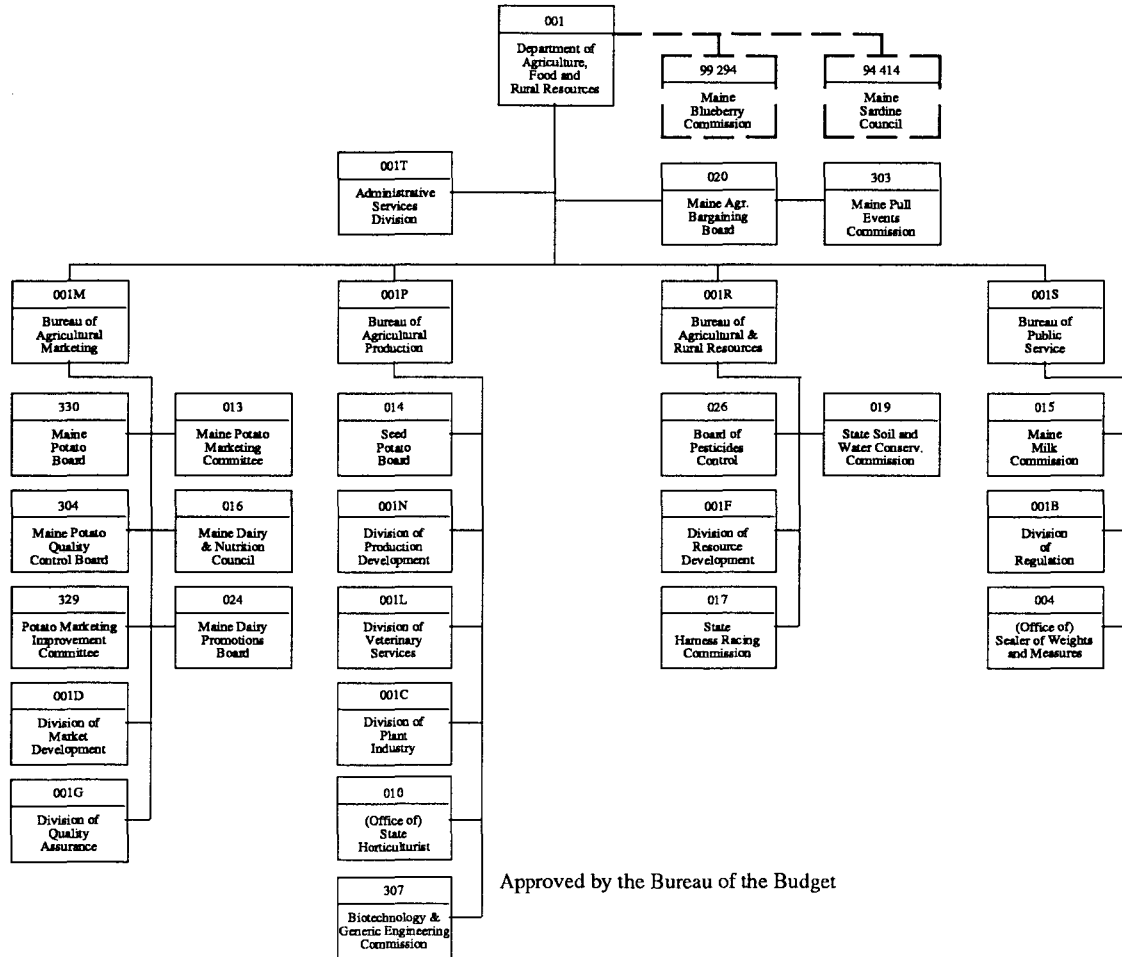
Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

ORGANIZATIONAL CHART

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

UMB 01



Approved by the Bureau of the Budget

AGRICULTURE, FOOD AND RURAL RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,408,263	2,959,389	1,725,481		332,696	390,697
Health Benefits	510,134	273,149	160,573		34,633	41,779
Retirement	1,054,819	587,625	333,787		58,407	75,000
Other Fringe Benefits	49,932	25,894	15,981		4,488	3,569
Computer Services—Comm	173	53	120			
Computer Services—State	9,872	3,404	6,468			
Other Contractual Service	2,940,951	1,311,718	1,289,819		98,135	241,279
Rents	109,386	42,586	51,853		50	14,897
Commodities	489,635	147,531	124,895		5,904	211,305
Grants—Subsidies—Pensions	4,583,405	463,660	3,927,286		91,391	101,068
Equipment	180,261	112,383	63,455		4,423	
Interest—Debt Retirement	1,025	578	139			308
Transfers to Other Funds	664,582	474,848	160,367		19,522	9,845
TOTAL EXPENDITURES	16,002,438	6,402,818	7,860,224		649,649	1,089,747

AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM: Specific activities of the department during FY 89 are discussed in the individual reports of the various units within the department.

LICENSES, PERMITS, ETC.:

(Listed under the appropriate program units in following reports.)

PUBLICATIONS:

Maine Agricultural Statistics (annual), single copies free

Farming in Maine, free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2001

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 20.5

Legislative Count: 20

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and bureau and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration is part of the Office of the Commissioner and consists of a Personnel Unit directed by a Personnel Officer and a Finance Unit directed by a Chief Accountant.

PROGRAM:

Finance. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It maintains centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records.

Personnel. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, advising staff at all levels on personnel rules and regulations, and administering worker's compensation claims, overseeing employee safety programs, and administering the department's Affirmative Action plan.

(The FINANCES display below includes expenditures of both the Office of the Commissioner and the Administrative Services Division.)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	592,869	551,183	8,813			32,873
Health Benefits	44,465	40,256	982			3,227
Retirement	123,414	115,226	1,691			6,497
Other Fringe Benefits	4,470	3,856	30			584
Computer Services—Comm.	53	53				
Computer Services—State	3,404	3,404				
Other Contractual Service	184,060	119,244	2,298			62,518
Rents	18,897	15,680				3,217
Commodities	25,845	24,460	93			1,292
Grants—Subsidies—Pensions	463,737	4,029	361,769			97,939
Equipment	21,503	21,503				
Interest—Debt Retirement	122	122				
Transfers to Other Funds	4,617		537			4,080
TOTAL EXPENDITURES	1,487,456	899,016	376,213			212,227

MAINE AGRICULTURAL BARGAINING BOARD

JOHN R. HANSON, CHAIRMAN

Central Office: Deering Bldg., (AMHI), Augusta

Telephone: 289-3871

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 020; Citation: 13 M.R.S.A., 1956

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Agricultural Marketing and Bargaining Act authorizes producers of agricultural products to form organizations for the purpose of bargaining with handlers of those products with respect to price and other terms and conditions of their sale. The Act provides for the certification of those producer organizations which meet the statutory criteria for qualification and requires qualified associations and handlers to bargain in good faith. When an association and a handler cannot reach agreement, the statute provides for binding final offer arbitration.

ORGANIZATION: The Agricultural Marketing and Bargaining Act was first enacted in 1973 by the 106th Legislature. The Act established the Agricultural Bargaining Board, made up of five members appointed by the Governor. One member represents the interests of producers, one member represents the interests of handlers, and three are public members.

PROGRAM: From the enactment of the statute in 1973 until 1984 only one organization was certified, representing producers of potatoes used for processing. In 1984, the Board certified an organization representing producers of poultry. The poultry handlers subsequently filed suit against the Board, alleging procedural error and the unconstitutionality of one provision of the statute. In December 1985, the Superior Court upheld the Board on the procedural allegations but found the statutory section to be unconstitutional. Also in 1985, the Board recertified the organization that had previously been certified to represent producers of processing potatoes and certified that organization to represent producers of peas for processing. The Board held a hearing on the allegation of the association of poultry growers that the handler refused to bargain and decided that the allegation was not supported by the evidence.

The Second Regular Session of the 112th Legislature amended the provisions of the Agricultural Marketing and Bargaining Act covering annual recertification and extended the arbitration provisions, previously available only to associations and handlers of potatoes, to all agricultural products. Discussions with the Legislature's Joint Standing Committee on Agriculture led to the formation of a Working Group of interested persons to discuss various concerns with the statute and to formulate ways to make it more workable and more effective.

AGRICULTURE, FOOD AND RURAL RESOURCES

LICENSES, PERMITS, ETC.:

Certification of qualified associations.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division.

AROOSTOOK WATER AND SOIL MANAGEMENT BOARD

DIRECTOR (Not Established to Date)

Central Office: Not Established to Date

Mail Address:

Established: September 29, 1987

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 328; *Citation:* 7 M.R.S.A., Sect. 332

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To provide coordination with the Army Corps of Engineers to implement the Research and Demonstration Program for Irrigation and Conservation in Aroostook County. The Board will function in the areas of coordination, planning, contracting, and information dissemination for the program.

ORGANIZATION: The Commission is comprised of the following members: Chairman of the Maine Potato Board; one person designated by the Maine Potato Board who is a farmer with irrigation experience; one farmer from each of the three Aroostook County Soil and Water Conservation Districts, selected by the boards of supervisors of the three districts; Director of the Maine Agricultural Experiment Station; Director of the University of Maine Cooperative Extension Service; State Conservationist of the U.S. Department of Agriculture Soil Conservation Service; Director of the Maine Geological Survey; Director of the Northern Maine Regional Planning Commission; and the Maine Commissioner of Agriculture.

PROGRAM: In 1989 the Legislature passed a bill to appropriate \$120,000.00 as a match to Federal funding of \$300,000.00. In August of 1989 the Army Corps accepted responsibility for the program and met with the Department to develop the Scope of Work and local cooperative agreement.

The Aroostook Board has met and reviewed the program, established subcommittees, and developed the documents to support the program.

The Scope of Work, LCA, and administrative procedures to accomplish the research and demonstration program have finalized and research is scheduled to begin in 1990.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

MAINE DAIRY AND NUTRITION COUNCIL

THOMAS HILTON, CHAIRMAN

GRACE R. ADDITON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta

Telephone: 289-3621

Mail Address: Statehouse Sta. #97, Augusta, Maine 04333

Established: January 1, 1975

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523

Average Count—All Positions: 5

Legislative Count: 0

AGRICULTURE, FOOD AND RURAL RESOURCES

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions unchanged, but adds assessments from the milk shipped to Boston to the revenues starting on 1 June 84. On 1 June 85, the assessment became 2 cents per hundredweight of milk, regardless of market. The dairymen have a single assessment for Dairy Promotion paid from the Milk Pool, and the Maine Dairy and Nutrition Council is funded from that same assessment.

The law provides for Council appointments along marketing lines and limits the length of service of dairymen appointed.

Professional staff for the Council is comprised of two nutritionists supervised by the Director. Overall supervision is provided by the Director of the Bureau of Agricultural Marketing.

PROGRAM: The Maine Dairy and Nutrition Council, an affiliated unit of National Dairy Council®, conducts a state-wide nutrition education program in the concept of a balanced diet including dairy foods in accordance with scientific recommendations.

A comprehensive developmentally sequential nutrition education program called FOOD...YOUR CHOICE- is targeted to elementary educators in grades kindergarten through sixth. FOOD...YOUR CHOICE- is a nutrition curriculum developed by National Dairy Council® and its affiliated units for teaching basic nutrition concepts to elementary students. Teachers attend a two hour training workshop in implementing the curriculum. Educators are able to incorporate the nutrition activities and lessons into other classroom lessons, thus having a true interdisciplinary approach to nutrition. Through these activities students learn how to choose and eat balanced meals.

An early childhood nutrition education curriculum called FOOD...EARLY CHOICES- for pre-school educators, is being used extensively by Headstart, daycare centers and daycare providers. Early childhood educators are trained in implementing this curriculum through a two and one-half hour workshop.

Other education programs include: Home Economics and Health curriculum for grades 7 thru 10; TASTE...YOUR CHOICE for school food service managers, FOOD POWER for coaches, SUPER YOU for elementary physical education teachers, as well as HEALTH...YOUR CHOICE for health professionals, and LIFESTEPS®, a behavior modification weight management program for adults.

The Maine Dairy and Nutrition Council provides public service messages to the media and presents nutrition programs to consumer and community leader groups. Topics include: osteoporosis, women's issues, lowfat eating, and Nutrition and Your Busy Lifestyle.

In addition to various workshops, the Maine Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film and video library service. The Maine Dairy and Nutrition Council exhibits at several state-wide functions such as: Maine Osteopathic Association, Maine Dental Association, Maine Home Economics Teachers Association, Maine Dietetic Association, Maine School Nurses Association, Maine Principals Association, and the Maine Wellness Conference as well as, Maine Farm Days, Maine Agricultural Trades Show and several community functions. Materials and programs used by the Maine Dairy and

AGRICULTURE, FOOD AND RURAL RESOURCES

Nutrition Council have been developed by National Dairy Council® in Chicago, IL., and have been reviewed and/or approved by such organizations as the American Dental Association, American Academy of Pediatrics, National Education Association and the American Federation of Teachers.

As a unit affiliated with National Dairy Council®, the Maine Dairy and Nutrition Council has at its disposal resources and research information of the nutritional needs of men, women and children. It uses this information to contribute to the optimal health and well-being of the citizens of Maine.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each. (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	71,654		71,654			
Health Benefits	6,145		6,145			
Retirement	13,533		13,533			
Other Fringe Benefits	516		516			
Other Contractual Service	13,392		13,392			
Rents	1,500		1,500			
Commodities	45,399		45,399			
Transfers to Other Funds	1,506		1,506			
TOTAL EXPENDITURES	153,645		153,645			

MAINE DAIRY PROMOTION BOARD

TIMOTHY CARTER, CHAIR

GRACE R. ADDITON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta

Telephone: 289-3621

Mail Address: Statehouse Sta. #97, Augusta, Maine 04333

Established: 1953

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 024; Citation: 36 M.R.S.A., Sect. 4503

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

Dairy farmer assessment for promotion is established at \$.10/cwt., of which \$.02/cwt. is turned over to the Maine Dairy and Nutrition Council. This amount comes out of the \$.15/cwt. assessment established by Federal law.

AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM: The Maine Dairy Promotion Board, an affiliated member of the United Dairy Industry Association (UDIA), implements a promotion and advertising program on behalf of the dairy farmers in Maine.

Since television is considered the most effective communication vehicle for promoting the use of fluid milk by consumers, the major part of the promotion budget is devoted to this media supplemented by radio and print.

The advertising program is supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products. Promotional events include shopping mall displays, fair exhibits, and the Ice Cream Bowl to celebrate National Ice Cream Month (July).

Although the Maine Dairy Promotion Board carries out its own programs of media advertising, it contracts with Milk Promotion Services, Inc., located in Montpelier, Vermont, to implement promotional programs aimed at consumers in restaurants and grocery stores.

For the benefit of Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board also contracts with Milk Promotion Services, Inc. to carry out a similar program in that marketing area.

UDIA is a federation of 27 milk promotion organizations and Dairy Council units throughout the United States.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35,975		35,975			
Health Benefits	1,169		1,169			
Retirement	6,730		6,730			
Other Fringe Benefits	230		230			
Other Contractual Service	180,703		180,703			
Rents	1,500		1,500			
Commodities	12,138		12,138			
Grants—Subsidies—Pensions	190,252		190,252			
Interest—Debt Retirement	5		5			
TOTAL EXPENDITURES	428,702		428,702			

STATE HARNESS RACING COMMISSION

GEORGE McHALE, CHAIRMAN

THOMAS WEBSTER, Executive Director

HENRY JACKSON, Fair Coordinator

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3221

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: April 4, 1935

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 017; Citation: 8 M.R.S.A., Sect. 261

Average Count—All Positions: 9.5

Legislative Count: 6

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for holding, conducting and operating all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing

AGRICULTURE, FOOD AND RURAL RESOURCES

pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed \$10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed \$100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. During 1988, the Legislature expanded responsibility activities related to breeding farms involved in breeding standardbred trotters and pacers in Maine; and to coordinate activities of mutual interest to the Department of Agriculture, Food and Rural Resources and the various agricultural fairs. The Commission consists of five members appointed by the Governor, for terms of three years. No more than three members may be of the same political party but both major political parties shall be represented on the Commission. One member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standard Bred horses. The Commission feels improvement of the breed, and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source and a healthy expanding industry, and will encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are a continuing effort to eliminate as nearly as possible drug use on race horses within the State.

The colt program received its original funding by the 108th Legislature. It was increased by the 113th Legislature, allowing the Commission to pay amounts equal to 1.566% of the exotic wager and .073% of the straight wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races exceed \$300,000 annually.

The Agricultural Fair Promotional Coordination will include Department sponsored educational efforts conducted at various fairs and supplementing capabilities of each fair by proper exposure and utilization of Department of Agriculture resources, funds and personnel.

LICENSES, PERMITS, ETC.:

License:

- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
 - Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission, Free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	241,638	219,386	22,252			
Health Benefits	16,516	15,189	1,327			
Retirement	45,437	41,262	4,175			
Other Fringe Benefits	885	813	72			
Other Contractual Service	131,907	101,618	30,289			
Rents	1,761	1,634	127			
Commodities	68,682	68,274	408			
Grants—Subsidies—Pensions	986,351		986,351			
Equipment	2,156	2,156				
Transfers to Other Funds	1,223		1,223			
TOTAL EXPENDITURES	1,496,556	450,332	1,046,224			

(OFFICE OF) STATE HORTICULTURIST

ANN GIBBS, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3891

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1907

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 010; Citation: 7 M.R.S.A., Sect. 2201

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the Office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Professional staff in this office includes the State Horticulturist and two Assistant Horticulturists under the direct supervision of the Director of the Division of Plant Industry. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Nursery and greenhouse inspections, and periodical inspection and licensing of all plant sales outlets are major responsibilities of this office. Under the 1980 reorganization of the Department the horticulture staff was authorized to carry out developmental and extension activities.

1798 inspections were made at nurseries, greenhouses and plant dealers in 1989, including 465 greenhouse ranges covering 32 acres and 240 nurseries covering 500 acres. More than 100 different disease and insect pests were identified including the Sweet Potato Whitefly (*Bemisia tabaci*) and Tomato Spotted Wilt Virus. One large wholesaler was unable to control this whitefly and was prohibited from selling a poinsettia crop, and another grower destroyed a crop of impatiens infected with the Tomato Spotted Wilt Virus.

In 1989, 124 lots of plant material were inspected and certified using phytosanitary certificates to assist growers in marketing products to other states in the US and foreign countries.

Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant diseases and problems.

AGRICULTURE, FOOD AND RURAL RESOURCES

LICENSES, PERMITS, ETC.:

License:

Nurseryman

Certificate:

Phytosanitary

Permit:

Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)

The Maine Leaf—six copies per year (free)

Floral Emblem of Maine (free)

The Plant Kingdom (free)

Survey of Ornamental Horticulture in Maine (free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

MAINE POTATO BOARD

GAYLEN FLEWELLING, PRESIDENT

DAVID R. LAVWAY, Executive Director

Central Office: 744 Main St., Presque Isle

Mail Address: 744 Main St., Room 1, Presque Isle, Maine 04769

Established: August 1, 1986

Reference: Policy Area: 01; Umbrella: 01; Unit: 330; Citation: 36 M.R.S.A., Sect. 4603

Average Count—All Positions: 7

WATS: 1-800-553-5516

Telephone: 769-5061

FAX: 764-4148

Sunset Review Required by: June 30, 1991

Legislative Count: 0

PURPOSE: The Maine Potato Board was established to provide for the advancement of the Maine potato industry in the public interest and for the public good, under the auspices of a state agency. Under the Board, all elements of the Maine potato industry are represented and work together under the leadership of a unified, public board to solve the problems facing the industry.

ORGANIZATION: The Board is an eleven-member group, serving two-year terms, representing grower, processor and shipper elements of the industry. The Board selects a president and vice-president from its members, and appoints an Executive Director to administer programs and policies established by the Board.

PROGRAM: Potato tax revenue for the 12-month period ending June 30, 1990 was \$897,153.07. Maine growers harvested 83,047 acres, producing 22,240,000 hundredweight of potatoes. The planted acreage was composed of 66% round whites, 17% Russet-type potatoes, and 17% Shepody (long whites). Approximately 23,009 acres were entered for seed certification.

The tax revenues of the Maine Potato Board in 1989-90 were used as follows:

Administration (Board)	22%
Advertising/Marketing	46%
Research	18%
Other Grants	1%
Other	13%

Promotional Events: The Board was represented with an exhibit at trade shows in Reno, Nevada; (Produce Marketing Association); San Antonio (the United Fresh Fruit & Vegetable Assn.); Boston (Northeast Food Service Show); and several other major shows closer to home.

AGRICULTURE, FOOD AND RURAL RESOURCES

Research Programs: The Maine Potato Board financed research through the Maine Agricultural Experiment Station, the Cooperative Extension Service, and the Maine Seed Potato Board. Again this year the greatest amount of research money was directed toward a Maine potato variety breeding program. Other projects also benefit from Maine Potato Board research grants.

PUBLICATIONS:

Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	134,555		134,555			
Health Benefits	12,166		12,166			
Retirement	28,097		28,097			
Other Fringe Benefits	1,767		1,767			
Computer Services—Comm.	120		120			
Other Contractual Service	545,667		545,667			
Rents	15,012		15,012			
Commodities	2,860		2,860			
Grants—Subsidies—Pensions	224,033		224,033			
Equipment	4,805		4,805			
Interest—Debt Retirement	49		49			
Transfers to Other Funds	63,520		63,520			
TOTAL EXPENDITURES	1,032,651		1,032,651			

DIVISION OF MARKET DEVELOPMENT

GENIE DAILEY, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3491

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001D; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 6.5

Legislative Count: 0

PURPOSE: The purpose of the Division of Market Development is to develop new and expanded markets for Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market development; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests statewide, regionally and nationally are also the responsibilities of the division.

ORGANIZATION: The Division Director supervises professional staff comprised of three Marketing Specialists.

PROGRAM:

Direct Marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and

AGRICULTURE, FOOD AND RURAL RESOURCES

encouraging local production. The Division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and by printing and distributing the "Producer to Consumer" and other directories to bring farmers and food buyers together. The division also offers technical assistance to producers interested in direct marketing.

A growing segment of Maine's food production industry is that of specialty and gourmet foods and value-added agricultural products. The Division works closely with these producers and processors in marketing their unique products by means of mail-order, wholesale, and trade show sales both in and out of state.

The **Market Service** program provides farmers, governmental agencies and consumers with information related to agricultural production and marketing in Maine and, to a more limited extent, New England, the United States and foreign market areas. The Division gathers and disseminates statewide commodity information reports and publishes various data. Weekly commodity price information is reported to the news media.

A number of activities are directed at the **Promotion** of Maine agricultural interests. The "Maine Produces" campaign is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create increased demand for Maine-grown products. The Division also makes use of special events to increase public awareness of Maine products. Promotion of Maine agriculture through participation in trade shows and expositions has become a long standing function of the Division. The Division of Market Development manages the Maine Agricultural Trades Show and displays Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for events such as the Maine Wool Pool, Feeder Cattle Sales, Central Maine Egg Festival, Farm Days, Blueberry Festival, National Apple Week, etc.

The Division also administers the Maine Apple Market Order and provides technical guidance to the Maine Apple Marketing Committee.

LICENSES, PERMITS, ETC.:

The Division of Market Development licenses use of the copyrighted "Maine Produces" symbol to identify fresh or processed agricultural products of the State of Maine.

PUBLICATIONS:

Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.

Maine Agricultural Products Buyers' Guide

Maine Specialty Food Products

Maine Farmers' Markets

The Division also publishes promotional and informational fliers on maple syrup, blueberries, apples, beans, berries, honey, Christmas trees, wool, wreaths, meats, and other Maine agricultural products.

All publications are distributed free of charge.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

BERNARD J. ROGAN, DIRECTOR

Central Office: Deering Bldg. (AMHT), Augusta

Telephone: 289-2167

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 95.5

Legislative Count: 21.5

PURPOSE: The Bureau of Agricultural Marketing was created to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

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ORGANIZATION: The Bureau has two operating divisions and four marketing agencies reporting to it. These are the Division of Market Development, Division of Quality Assurance, Potato Marketing Committee, Potato Marketing Improvement Committee, Dairy and Nutrition Council and Dairy Promotion Board.

PROGRAM: The following programs are the specific responsibility of the Director:

Export Promotion: The Bureau aids potential exporters of agricultural and agriculturally related products to find and utilize international markets. For maximum effect it joins other Northeastern states in a regional approach through membership in Eastern United States Agricultural and Food Export Council, Inc. (EUSAFEC).

The Bureau, in cooperation with the USDA Foreign Agricultural Service and EUSAFEC, offers support for international trade shows, provides technical assistance to businesses interested in expanding to foreign markets, and is capable of offering Trade Export Assistance (TEA) and Value-Added Promotion Program (VAPP) grants to Maine agricultural and sea product producers, processors and their representatives.

Marketing Orders: Marketing Orders and Agreements are designed to improve returns to growers through orderly marketing. They are programs through which producers of agricultural products can work together to solve marketing problems that they cannot solve individually. The Bureau holds hearings and referendums on behalf of, and at the request of, producers, producer groups, and processors to determine if specific orders shall become law. Currently, marketing orders exist for fresh wild blueberries, Russet potatoes, apples, and broccoli.

Quality Trademark Program: The new Maine Quality Trademark Program was created during the second session of the 113th Legislature. The program is designed to assist Maine agricultural producers and processors in positioning their products as quality assured products from Maine. The purpose is to improve the value of the product and therefore the profitability to the Maine producer and processor.

The Maine Quality Program is administered by the Bureau Director and is a cooperative effort between the Division of Quality Assurance and the Division of Market Development. In addition, representatives of wholesale and retail food distribution organizations and producers and processors serve on two separate advisory boards. The Bureau Director is a member of each of these advisory boards.

Other activities are included separately in the reports of the Bureau's sub-units.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,330,027	552,563	529,113		248,351	
Health Benefits	140,145	59,061	54,544		26,540	
Retirement	268,910	110,836	114,718		43,356	
Other Fringe Benefits	14,829	5,290	6,851		2,688	
Other Contractual Service	668,386	492,763	147,919		27,704	
Rents	30,413	8,682	21,731			
Commodities	24,095	18,968	4,862		265	
Grants—Subsidies—Pensions	171,764	22,903	58,053		90,808	
Equipment	18,509	18,044	465			
Interest—Debt Retirement	381	377	4			
Transfers to Other Funds	113,486	68,448	32,794		12,244	
TOTAL EXPENDITURES	2,780,945	1,357,935	971,054		451,956	

MAINE MILK COMMISSION

ARTHUR ADELBURG, CHAIR

ROBERT K. PLUMMER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3741

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: February 27, 1935

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 015; Citation: 7 M.R.S.A., Sect. 2952

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and insuring an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: The Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

Effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, *ex officio*. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundredweight fee assessment on industry members and receives no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Recent studies have been conducted to determine the cost of handling milk in retail food stores, cost of the most efficient delivery of packaged product and cost of operating the most efficient processing plant. New studies have been completed to determine cost of raw milk production, processing costs, distribution costs and retail handling costs.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

The Commission's price order, Order #85-2 which became effective January, 1985 and was subsequently adjusted to reflect the results of the Superior Court decisions of February 4, 7 and 15, 1985 invalidated the volume delivery pricing schedule adopted by the Commission. The Commission's most recent price order, Order #89-6DM became effective June 1, 1989. This order establishes dealer margins and sets minimum wholesale and retail prices based on the lowest achievable costs. This order continues the butterfat differentials at 2%, 11/2%, 1% and skim. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order one. Since Sept. 1988, the minimums have also reflected a premium as a result of the Regional

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Cooperation Marketing Agency (RCMA) from \$.48/cwt. to \$1.11/cwt., which has been added to producers milk checks. Order #89-6DM resulted from Commission studies, collection of data and scheduling of extensive rule making hearings in 1988. Order #89-6DM is a continuation of the advancement and refinement of the procedure and analysis that went into the two previous pricing orders.

On June 18, 1987, the Commission adopted Order #87-9 which sets new retail margins. This order followed the same thorough procedures of study investigation and hearing that preceded Order #87-2 and Order #89-6DM. Presently the Commission is holding rulemaking hearings which are likely to set both new Dealer and Retail Margins.

By the enactment of P.L. 1983, c. 573, the Maine Legislature created the Maine Milk Pool, intended to "smooth out differences in milk prices" (7 M.R.S.A. Section 3151) paid to milk producers on the Maine and Boston markets. By agreement with the Commissioner of the Department of Agriculture, Food and Rural Resources, the Milk Commission serves as Pool Administrator. Rules governing the Pool's operation and administrative costs were adopted. Just prior to implementation of the Pool Program, its constitutionality was challenged and an injunction against its operation was issued by the Superior Court. The State and supporting intervenors appealed the Superior Court's decision to the Maine Supreme Court which overruled the lower court decision in December, 1984. A subsequent challenge in federal court was also unsuccessful. The Pool became operational in January, 1985 and during the first year of operation had accounted for 650 million lbs. of milk and redistributed 1.2 million dollars to Maine producers at a cost of 37 thousand dollars. In 1989 the Pool accounted for 573 million pounds of milk. It redistributed two million dollars to 683 Maine producers at a cost of 36 thousand dollars. Since September of 1988 the Commission has been setting special Class I and Class II premiums which have returned over 3 million dollars to producers selling to Maine Market Dealers.

By the enactment of P.L. 1983, c. 484 the Maine Legislature enacted an emergency Destructive Competition Law which becomes effective in the event minimum wholesale or retail prices are not in effect. The Commission has adopted rules to govern the operation of the below cost law.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws Relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Milk Commission Order #89-6DM. Effective June 1, 1989 (available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool (Mimeographed—free)

Milk Processing and Distribution Costs: The Maine Model (Fee—Available in Milk Commission Office)

A Procedural Overview of the Maine Milk Retailing Cost Analysis (Fee—Available in Milk Commission Office)

Cost of Producing Milk in Maine and Southern New England (Fee—Available in Milk Commission Office)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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MAINE MILK COMMISSION	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	134,631		134,631			
Health Benefits	10,819		10,819			
Retirement	27,251		27,251			
Other Fringe Benefits	947		947			
Other Contractual Service	137,628		137,628			
Rents	713		713			
Commodities	1,653		1,653			
Grants—Subsidies—Pensions	2,032,363		2,032,363			
Equipment	2,699		2,699			
Interest—Debt Retirement	28		28			
Transfers to Other Funds	15,057		15,057			
TOTAL EXPENDITURES	2,363,789		2,363,789			

BOARD OF PESTICIDES CONTROL

VAUGHN HOLYOKE, Ph.D., CHAIRMAN
ROBERT I. BATTEESE, JR., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-2731

Established: 1965

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 026; *Citation:* 7 M.R.S.A., Sect. 601 et seq. and 22 M.R.S.A. Chapter 258-A, Sect. 1471 A-W

Average Count—All Positions: 18.5

Legislative Count: 0

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to register all pesticide products to be sold and used in Maine; to examine and license all persons involved in commercial application of pesticides and all dealers and private growers involved in the sale or application of restricted use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981 the Legislature transferred to the Board all the authority of the Commissioner of Agriculture to register pesticides. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary.

The Board's professional staff is comprised of a Director, Chief of Certification and Enforcement, Toxicologist, Pesticides Registrar, Certification and Licensing Specialist, Public Information Officer, and two full-time and three seasonal Pesticides Inspectors. Overall supervision is provided by the Director.

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PROGRAM:

Registration. In 1989 the Board registered 5,023 products which represented a 1.8% increase over 1988. The accompanying fees were deposited in the Pesticide Control Fund to cover normal operating costs of the Board and the Department's Integrated Pest Management Program. In addition, these funds were used to continue having hazard assessments conducted on selected pesticides, so that the Board could determine if their registration status needed to be reviewed.

Licensing. The Board certifies and licenses private and commercial pesticide applicators and all dealers selling restricted use pesticides to assure that pesticides used in the state will be handled properly to prevent human or environmental harm. In 1989 there were 1,850 private applicators licensed for a three year period, and 950 commercial applicators 83 restricted and 638 general pesticide dealers licensed on an annual basis.

Monitoring and Enforcement. The Board monitors the sale and applications of pesticides and investigates complaints of misuse. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

Public Education. The Board strongly supports public education as a means to minimize both problems and concerns with pesticide use in the state. This effort has expanded considerably with the addition of a public information officer who presents public policy issues through a quarterly newsletter, press releases, brochures and speaking engagements before school children.

Returnable Pesticide Containers. 1989 marked the fifth year of implementation of this unique and very successful program. Dealers and applicators have come to recognize that it solves a major disposal problem, and compliance continued to be very good with over 98% of the returned containers meeting the triple rinsed standard.

Obsolete Pesticide Pickup. The Board maintains a list of homeowners and applicators who seek assistance in the removal and disposal of cancelled or otherwise unseable pesticides. When funding is available, the Board collects these materials and delivers them to a contractor for disposal. Over \$30,000 remaining from a 1988 appropriation was used to pay for the disposal of two products suspended by the U.S. Environmental Protection Agency in 1979 and 1986.

LICENSES, PERMITS, ETC.:

License:

- Commercial Pesticide Applicators
- Restricted Use Pesticide Dealers
- General Use Pesticide Dealers
- Private Pesticide Applicators
- Government Pesticide Supervisors
- Monitors/Spotters
- Spray Contracting Firms

Permit:

- Limited-Use Pesticide
- Variance from Drift Standards

PUBLICATIONS:

- Board of Pesticides Control Statutes, Free
- Board of Pesticides Control Regulations, Free
- Maine Pesticide Control Act of 1975, Free
- Maine Board of Pesticides Control Communicator, free quarterly newsletter

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	355,928	126	290,077		65,725	
Health Benefits	28,721	27	23,977		4,717	
Retirement	65,881		54,408		11,473	
Other Fringe Benefits	3,402		2,632		770	
Computer Services—State	6,468		6,468			
Other Contractual Service	206,549	67,492	78,442		60,615	
Rents	9,964	8,586	1,328		50	
Commodities	16,602	2,422	8,541		5,639	
Grants—Subsidies—Pensions	36,688		36,165		523	
Equipment	22,611		18,188		4,423	
Interest—Debt Retirement	19	12	7			
Transfers to Other Funds	24,610		18,386		6,224	
TOTAL EXPENDITURES	777,443	78,665	538,619		160,159	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3891

Established: 1919

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001C; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 25

Legislative Count: 0

Organizational Units:

(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and to encourage the keeping of bees. Its primary responsibilities are to enforce the statutes relating to the certification of seed potatoes; to ensure an adequate supply of foundation seed potatoes to the state's commercial seed potato producers; to inspect nurseries, orchards, fields and gardens; and to license beekeepers and inspect their hives. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation. A professional roguing service was transferred from the Maine Seed Potato Board to the Division in 1988. This service assists seed potato producers to improve the quality of Maine seed potatoes.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was primarily involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers, small fruit and vegetable growers.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

In 1981 an Entomologist III was added to the Department with the assignment of working on Integrated Pest Management (IPM).

The State Apiarist was transferred to the direct supervision of the Division Director in 1988.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created this unit. P.L. 731 also required this division to report to a Bureau Director rather than directly to the Commissioner.

AGRICULTURE, FOOD AND RURAL RESOURCES

The Division's professional staff is comprised of a state apiarist, state horticulturist and two assistants, entomologist III, ten seed potato inspectors (one inspector also serves as a grain inspector), and one inspector supervisor. Immediate supervision is provided by the Division Director with overall supervision by the Director of the Bureau of Agricultural Production.

PROGRAM:

Seed Potato Certification. A major activity of this Division is the certification of seed potatoes, a self-supporting service paid through fees charged to seed potato producers. The Maine Seed Potato Certification Program inspected approximately 24,320 acres of potatoes in 1989. This is the lowest acreage inspected since 1941. Of this total, 23,010 acres were certified by 327 seed growers. The Superior was the leading variety in acres certified, followed by Atlantic, Katahdin, FL657, and Ontario.

The certification staff also inspected approximately 1,300 acres of grain, certifying all acreage inspected. Oats comprised the complete total of this acreage.

Beekeeping. The State Apiarist licensed 538 beekeepers who registered 6,896 colonies in the state. Just under 3,600 colonies were inspected for regulated diseases and mites. Additionally, 29,000 hives of commercial beekeepers (local and out-of-state) hired by blueberry growers for pollination were surveyed for disease and mites. Nearly 1,600 colonies were inspected for Varroa mite, a serious honeybee pest first discovered in the U.S. in 1987. Of those inspected, eight commercial beekeeping operations required regulatory treatment before permits for interstate movement were authorized. Division staff also prepared a report on Africanized Honey Bees and potential impact to the State.

Integrated Pest Management. The Division's IPM Specialist continued work with vegetable and small fruit growers to optimize their use of agrichemicals. Projects were conducted on the biological control of spider mites in strawberries, insect survey work on field and forage crops, pest surveys for the presence of pests in cranberry bogs and nuisance control from insect infestations.

The ongoing goal of IPM is more efficient use of pesticides resulting in less total pesticides used overall.

Horticulture. The State Horticulturist is administratively located in the Division of Plant Industry. The purpose of the Horticultural Unit is to implement plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. The activities and accomplishments of the Horticultural Unit are reported in the (Office of) State Horticulturist report.

LICENSES, PERMITS, ETC.:

License:

- Nurseryman
- Beekeepers

Certificate:

- Phytosanitary
- Health Certificate for Certified Seed Potatoes
- Health Certificate for Honeybees

Permit:

- Maine (intra- and interstate) Plants
- Maine (interstate) Honeybees
- Imported Seed Potatoes

PUBLICATIONS:

- List of Seed Potato Growers—annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- Survey of Ornamental Horticulture in Maine (free)
- The Maine Leaf—6 issues annually (free)
- Honey Bee Diseases and Pests (free)
- Miscellaneous Honey Bee Information Sheets (free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

MAINE POTATO QUALITY CONTROL BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle

Telephone: 769-5061

Mail Address: 744 Main St., Presque Isle, Maine 04769

Established: 1981

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 304; Citation: 7 M.R.S.A., Sect. 1033

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; recommend grades for potatoes and identification to be used on consumer packs of potatoes packed in Maine bags; to hear and resolve grievances regarding inspections; and to recommend a fee schedule for inspection of potatoes packed in Maine bags.

ORGANIZATION: The Board consists of nine members, of whom two are elected by the Maine Potato Board; one a representative of the department, one appointed by the Governor to represent consumers, and an additional five members are elected by the Maine Potato Board, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

PROGRAM: The Board and the Commissioner of Agriculture, Food and Rural Resources shall jointly prepare grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1. The Board also proposed rules adopting the State of Maine Quality Trademark as its official logo to be used on "Maine Bags." Additionally, in conjunction with the Maine Potato Board, it is promoting that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection program at a reduced rate for participants in the Maine Bag Program. The basic fee was set at 13 cents/cwt for shipping point inspections, but participants in the Maine Bag Program were charged only 6 cents/cwt.

FINANCES, FISCAL YEAR 1990: This unit did not receive or expend any funds in FY 90.

SEED POTATO BOARD

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

TERRY L. BOURGOIN, Secretary

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3891

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1945

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 014; Citation: 7 M.R.S.A., Sect. 2151

Average Count—All Positions: 19

Legislative Count: 1.0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or varieties as it may determine for distribution and sale to Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

AGRICULTURE, FOOD AND RURAL RESOURCES

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. The Board operates a 7-acre variety and seedling evaluation program for new varieties in Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, and the Commissioner of Agriculture to serve as chairman. A number of changes in the Board's structure have occurred since then. The Commissioner now is the appointing authority and the Board elects its chairman. Membership has been expanded to eight, one of whom must be primarily a tablestock producer and one primarily a processing producer. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as Secretary to the Board.

PROGRAM: In FY 90, the Maine Seed Potato Board sold 19,900 hundredweight (cwt.) of seed to Maine potato growers. All of the seed was derived from the nuclear seed program, which involves laboratory techniques and greenhouse culture to provide the starting material for the Board's crop. This starting material is pathogen-tested by the most sensitive serological tests available to ensure that it is free of injurious diseases which can severely limit the quality of the crop.

Over 1900 samples were grown at the Board's Florida Farm to evaluate the disease content of seed potatoes produced by Maine farmers. The Florida test plots were destroyed by an unseasonably early frost on December 23-24, 1989. Luckily, members of the staffs of the Seed Board and Certified Seed programs traveled to Florida prior to the frost to evaluate the plots. Consequently, Maine was one of the few areas to obtain a valid disease evaluation of its seed crop this year. The results of this winter evaluation indicated that 73 percent of the samples had a total virus content of less than 0.5 percent and 99 percent had a total virus content of less than 5.0 percent. These figures represent an overall excellent quality crop of seed potatoes produced by Maine seed potato growers.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

The Maine Seed Potato Board (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR		Special			
SEED POTATO BOARD	ALL	General	Revenue	Highway	Federal	Misc.
	FUNDS	Fund	Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	376,658	18,834				357,824
Health Benefits	41,724	3,172				38,552
Retirement	72,147	3,644				68,503
Other Fringe Benefits	3,049	64				2,985
Other Contractual Service	178,761					178,761
Rents	11,680					11,680
Commodities	210,013					210,013
Grants—Subsidies—Pensions	3,129					3,129
Interest—Debt Retirement	308					308
Transfers to Other Funds	175,765	170,000				5,765
TOTAL EXPENDITURES	1,073,234	195,714				877,520

MAINE POTATO MARKETING COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3491

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1953

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 013; Citation: 7 M.R.S.A., Sect. 995

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Committee consists of 8 members, of whom 5 are producers and 3 are handlers. For each member of the Committee there must be an alternate who has the same qualifications as the member. Persons selected as Committee members or alternates to represent producers are individuals who are producers in the respective district for which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers are individuals who are handlers in the State or officers or employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

FINANCES, FISCAL YEAR 1990: This unit did not receive or expend funds in FY 90.

POTATO MARKETING IMPROVEMENT COMMITTEE

BERNARD W. SHAW, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle

Telephone: 764-2105

Mail Address: 744 Main Street, Presque Isle, Maine 04769

Established: 1981

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 329; Citation: 7 M.R.S.A., Sect. 972

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storage and central packing facilities, and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

ORGANIZATION: The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; two members represent the Maine Potato Board; one member represents the Maine Potato Sales Association; one member represents the Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

AGRICULTURE, FOOD AND RURAL RESOURCES

PROGRAM: The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF VETERINARY SERVICES

DAVID F. DINEEN, D.V.M., DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3701

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001L; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The purpose of the Division of Veterinary Services is to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to encourage practices in those transactions which will eliminate diseased and unfit animals; to supervise and maintain the State-Federal Diagnostic Laboratory for disease control purposes; to supervise and maintain the Department of Agriculture Milk Quality Laboratory where milk and milk products are tested as required by the Food and Drug Administration; to evaluate and certify private milk laboratories operating in the State; and to promote animal husbandry in the State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock in the Bureau of Agricultural Production. In 1985, the Division was renamed as Veterinary Services.

Professional staff is comprised of four Lab Technicians and three Veterinarians supervised by the Division Director. Overall supervision is provided by the Director of the Bureau of Agricultural Production.

PROGRAM: Disease control through regulation and education is the Division's objective. The Program is implemented in the following manner.

Control of Livestock and Poultry Disease: The Division of Veterinary Services personnel provide the technical assistance necessary to control livestock and poultry disease. The enforcement of permit regulations controlling the movement of animals, the prompt diagnosis of disease, surveillance testing programs in the laboratory, a reportable disease list, the supervision of accredited veterinarians, licensed livestock dealers and auction sales are key ingredients of this activity. Specific diseases such as Bovine Leucosis, Bluetongue, Anaplasmosis, Salmonella enteritidis, Pseudorabies and Trichinosis are targeted and laboratory diagnostic tests and management strategies are recommended.

Maine poultry remains free of Avian Influenza, Salmonella and Pullorum/Paratyphoid. The health of pet animals and birds entering the State for resale is regulated.

Milk Quality: The Division provides the services of two veterinarians to assist dairymen in upgrading production techniques and the quality of their milk.

The Division tests and analyzes dairy products, tests milk producers' water samples and certifies commercial and industry milk laboratories involved in the Interstate Milk Shippers Program.

Livestock Promotion: Disease free animals and the high quality products obtained from such will always be in demand. The Division of Veterinary Services is dedicated to providing the professional and technical assistance required to assist producers in meeting this demand.

AGRICULTURE, FOOD AND RURAL RESOURCES

Agricultural Fairs: Agricultural Fairs are the showcase of our production. The Division enforces health regulations and monitors for the presence of disease and the use of illegal drugs.

Agricultural Nuisance Complaints: Nuisance complaints generated by agricultural activities are investigated by the Division of Veterinary Services to resolve problems and allow farmers to peacefully coexist with non-farming neighbors. A team of experts from State and Federal Agencies has been assembled to assist in solving complex problems.

LICENSES, PERMITS, ETC.:

License:

Swine Garbage Feeders

Livestock & Poultry Dealers

Permit:

Livestock Auction Sales

Importation

Certificate:

Veterinary Inspection

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

Laws and Regulations Relating to Disease Control of Domestic Animals. (free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

DIVISION OF PRODUCTION DEVELOPMENT

JOHN R. HARKER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-7618

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1985

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001N; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The Division administers and promotes programs and implements policies to assist the agricultural commodity groups in strategic planning, in adopting new agricultural production systems and in developing new crops and livestock enterprises. The Division evaluates issues affecting agricultural production and recommends policy to the Commissioner. The Division is responsible for acquiring data and information needed to develop these programs and policies.

ORGANIZATION: The Division of Production Development was established in 1985, pursuant to Chapter 501 PL 1985, as part of a reorganization of the Bureau of Agricultural Production.

The Division has a Director and two Agricultural Development Agents assigned to carry out the responsibilities of the Division. The Director manages the crop development programs and administers the Technology Transfer Grant Program. The Development Agents are responsible for the livestock development programs. All three personnel are responsible for issue assessment and planning.

PROGRAM:

Technology Transfer and Special Research Projects Program. The Technology Transfer Program was in its fourth year of operation in 1989. The goal of the program is to maintain the profitability and competitiveness of agricultural businesses by improving the adoption rate of appropriate new technology. Its objectives are to grant monies to test and demonstrate new and appropriate production, storage and processing technology.

AGRICULTURE, FOOD AND RURAL RESOURCES

The program is administered by the Division Director in conjunction with two Commissioner's advisory committees. The Technology Transfer Advisory Committee reviews project applications and recommends projects for the Commissioner's approval. The seven-member Committee is made up of representatives from Industry, Cooperative Extension Service, Agricultural Experiment Station, a financial institution, and the Department. A Program Review Committee consists of the Commissioner, Director of the Agricultural Experiment Station and Director of the Cooperative Extension Service. The Program Review Committee meets yearly to review the program and evaluate program effectiveness.

In 1990 the Commissioner approved 11 projects totalling \$39,980.00. For 1989 the Commissioner approved 24 projects totalling \$184,952.13. The Division directed a major effort to develop a sustainable agriculture research project with the University and \$85,000.00 was designated from Technology Transfer Exxon funds for this important research. The program continues to fund projects on new technology adoption in all the major commodities.

The Program Review Committee met in 1988 and approved changes in the rules and application procedures. The Committee recommended monies be authorized to develop informational brochures and factsheets to respond to legislative and public requests on specific projects.

Commodity Planning Assistance. The Division provides professional expertise to any commodity group or industry organization in organizational and strategic planning.

In 1989 Division staff cooperated with the beef, sheep, apple, and vegetable grower organizations to initiate a planning process and to develop survey and needs assessment documents. Staff also helped to facilitate development of AGCOM, a multi-commodity industry task force to coordinate industry public relations and advocacy.

Commodity Issue Assessment. Division staff reviews legislation and other issues that have an impact on production agriculture and acquires data and information in development of policy. In 1989, the Division reviewed issues in pesticide regulation, EBDC reregistration, Apple Harvest H-2A regulation and Animal Damage Control.

New Crop and Livestock Evaluation and Development. The Division provides planning and technical assistance in the evaluation and development of new crops. In addition, staff are involved in helping Maine farmers to diversify their operations by adopting new crop enterprises. Creating new market opportunities is important to the longterm profitability and sustainability of agricultural businesses and food processors.

The Division coordinated a major effort to evaluate the feasibility of reintroducing the cranberry industry into Maine. A state action plan was developed and received a Federal Economic Development Assistance Grant (in participating with Eastern Maine Development Corporation) to do a feasibility report. A state committee has been established and will be active in coordinating the economic development project in 1989. A final report is due out in the summer of 1990.

Crop and Livestock Production Improvement Program. Division staff are working with the University of Maine and commodity groups in developing and maintaining programs to improve production, genetic diversity, and improvement of crop and livestock breeds in Maine.

In livestock, staff are assisting in genetic improvement testing of sheep flocks (Ram Test), and encouraging the use of computerized recordkeeping for breed selection. The Beef Cattle Improvement Program provides weighing and grading services to beef producers in order to manage and improve the genetics of breeding herds throughout the state. The program was evaluated in 1988 and changed in 1989 to reflect cooperation from Cooperative Extension and a move to utilize a national computer program.

In crops, staff have served as consultants for apple and small fruit crops, cranberries, vegetables, and greenhouse crops.

Maintaining or developing genetic improvement programs is a critical need for creating pest resistance, improving quality and productivity, and developing new products for a wide range of crops and livestock. Genetic improvement programs include variety trials, formal crop and livestock breeding programs, germplasm collection for new crop development, and bioengineering.

Of particular interest is the continuation and further development of livestock breeding programs and vegetable/small fruit variety trials. Federal research programs are nonexistent in New England for livestock breeding, but individual states provide substantial input. Variety trials for vegetables, small fruit, and grains suffer from lack of staff and funding. Apples, blueberries, and broccoli have minimal support for production research and variety testing.

PUBLICATIONS:

1984 Maine Apple Producer Survey

Maine Apple Forum—Summary of Apple Industry Representative Comments Concerning Problems And Optimism Towards The Next Five Years, 1987 to 1992

AGRICULTURE, FOOD AND RURAL RESOURCES

1987 Maine Agricultural Fair Management Survey
Cranberry Forum Background Report: Opportunities and Constraints to Establishing a Commercial Industry in Maine
1988 Beef Cattle Improvement Program Survey of Recommendations Report to the Commissioner of Agriculture
The Sheep Industry in Maine: A Plan of Work. A Report of the Sheep Industry Task Force, October 10, 1989
The Beef Industry: A Plan of Work, A Report of the Maine Beef Industry Planning Committee, October, 1989
The Vegetable and Small Fruit Industry in Maine: Growing for the 1990's
Cranberry Agriculture in Maine: Opportunities and Challenges, Enhancing Maine's Natural Resource Based Industries, July, 1990

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3701

Established: 1980

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001P; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 42

Legislative Count: 19.5

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer its programs, the Bureau is organized into three divisions: the Division of Veterinary Services, the Division of Plant Industry and the Division of Production Development. The Division of Veterinary Services is responsible for the prevention of contagious diseases among domestic animals, and for supervision of the Federal-State disease control laboratory and the milk quality laboratory. The Division of Plant Industry has four major activities: certification of seed potatoes, production of nuclear seed, horticulture programs and crop development. The Division of Production Development is responsible for the Technology Transfer and Special Projects Program, as well as crop and livestock development programs.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AGRICULTURE, FOOD AND RURAL RESOURCES

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	960,686	537,272	404,794		18,620	
Health Benefits	90,216	47,846	38,994		3,376	
Retirement	172,514	103,800	65,136		3,578	
Other Fringe Benefits	9,069	5,649	2,390		1,030	
Other Contractual Service	253,669	160,020	93,741		-92	
Rents	13,269	3,327	9,942			
Commodities	57,722	10,363	47,359			
Grants—Subsidies—Pensions	127,081	122,116	4,905		60	
Equipment	77,161	41,468	35,693			
Interest—Debt Retirement	97	51	46			
Transfers to Other Funds	258,021	236,400	20,567		1,054	
TOTAL EXPENDITURES	2,019,505	1,268,312	723,567		27,626	

BUREAU OF PUBLIC SERVICE

PETER W. CURRA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Telephone: 289-3219

Established: 1980

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001S; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 48.5

Legislative Count: 37

PURPOSE: The Bureau of Public Service was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities. It administers a number of regulatory programs aimed at protecting the public welfare by ensuring a safe, adequate and economical supply of food; assuring producers and purchasers that they will receive proper grades and weights for foods, feeds, seeds, fertilizers and fuel; and enforcing the labeling laws of the State. In addition, this Bureau administers the returnable container law, and the animal welfare laws.

ORGANIZATION: The Bureau includes the Division of Regulations, the Maine Agricultural Bargaining Board, the (Office of) Sealer of Weights & Measures, the Animal Welfare Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	887,508	793,891	93,617			
Health Benefits	89,621	79,171	10,450			
Retirement	171,712	153,664	18,048			
Other Fringe Benefits	9,220	8,674	546			
Other Contractual Service	347,655	304,047	43,608			
Rents	912	912				
Commodities	20,533	18,965	1,568			
Grants—Subsidies—Pensions	1,652	117	1,535			
Equipment	30,817	29,212	1,605			
Interest—Debt Retirement	16	16				
Transfers to Other Funds	6,170		6,170			
TOTAL EXPENDITURES	1,565,816	1,388,669	177,147			

AGRICULTURE, FOOD AND RURAL RESOURCES

PULL EVENTS COMMISSION

PETER W. CURRA, CHAIRMAN

Central Office: Dept. of Agriculture

Telephone: 289-3219

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: May 3, 1988

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 303; Citation: 7 M.R.S.A., Sect. 75

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Pull Events Commission was established during the Second Session of the 113th Legislature to develop rules for the certification of pull superintendents and for actions to be taken in the event of violation of pull laws and rules.

ORGANIZATION: The eight-member Pull Events Commission is comprised of representatives of the Maine Draft Horse and Ox Association, Maine Pony Association, Animal Welfare Board, Maine Association of Agricultural Fairs, Maine Federation of Humane Societies, Maine Animal Coalition and the Commissioner of Agriculture.

PROGRAM: The Commission determines the qualifications for certification as a pull superintendent, develops penalties for violation of pull laws/rules and conducts hearings on violations.

LICENSES, PERMITS, ETC.:

Pull Superintendent License

Pull Event License

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division (Agriculture).

DIVISION OF QUALITY ASSURANCE

DAVID E. GAGNON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2161

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1917

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001G; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 87

Legislative Count: 0

PURPOSE: The Division of Quality Assurance was established to provide a voluntary quality control service for members of Maine's agricultural industries on a fee basis, and to regulate the quality of certain agricultural products not utilizing the voluntary quality control service.

ORGANIZATION: The Division's internal organization is comprised of Produce Inspectors, who work under the supervision of Produce Inspection Supervisors. Overall supervision is provided by the Director. A specific count of professional staff is included in the program description of this Division.

PROGRAM:

Fruit and Vegetable Inspection. The Fruit & Vegetable Inspection Program operates on a fee-for-service basis. Participants in this voluntary program request inspection service at packing and shipping points. Inspectors are then assigned to inspect and certify the quality, condition and grade of potatoes, apples, blueberries, peas, broccoli and other products.

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Poultry and Egg Grading. Like the Fruit & Vegetable Program, the Poultry & Shell Egg Inspection Program is a voluntary program; however, participants in this program pay the USDA for grading services and the State is reimbursed by a Federal Trust Agreement. Egg inspectors are responsible for checking eggs after they have been graded and packed in order to assure the packers that the product meets the grade marked on the container. These inspectors also have the responsibility of ensuring that all poultry and egg processing plants maintain a certain level of sanitation. Facilities, equipment, chemical compounds and sanitation solutions as well as processes are checked in order to ensure that products are processed and packaged in a clean and sanitary environment.

Official Use of State of Maine Quality Trademark. The Quality Trademark Program, another voluntary program, allows members of the agricultural industry in Maine to affix a trademark seal to their products which certifies that they are top-quality Maine-produced products.

Quality Assurance. The Branding Law Inspection Program is the only mandatory produce inspection program in this division. Employees in this program are charged with inspecting a random sample of all agricultural products produced and sold in Maine to ensure that they meet certain minimum standards and are properly packaged, graded and certified. These inspections are made at point of origin, point of distribution and at retail stores. Products are also inspected en route through a "truck-stop" program where semi-trailer trucks carrying raw agricultural products destined for market are stopped and inspected for quality and branding compliance. When violations are found, products are held for repackaging (under supervision), or are sent back to the packer to be reinspected and repackaged (under supervision).

Licensing Laws. The Division enforces the Maine Potato Licensing law and Dry Bean Licensing law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities) to obtain a license.

Minimum Standards for Planting—Potatoes. The Division enforces the Minimum Standards for Planting law. This is accomplished by Branding Law inspectors performing audits on forms submitted by growers to certify that certified seed has been planted. The intent of the law is to improve the overall quality of the potato crop by reducing disease content in potato seed.

Objective Yield on Potatoes. Four people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

Market News Program. This program provides farmers, shippers, governmental agencies, businesses and consumers with information related to the marketing of potatoes in Maine, the United States and, to a limited extent, foreign market areas. The Division and U.S.D.A. cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. An annual marketing summary is also available.

LICENSES, PERMITS, ETC.:

Licenses:

- Users of Blue, White & Red Trademark
- Providers (of trademark supplies)
- Potato Dealer's
- Dry Bean Dealer's
- Users of State of Maine Quality Trademark

Registration:

- Controlled Atmosphere Apple Storage

PUBLICATIONS:

- Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)
- Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)

- Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
- Requirements for Use of State of Maine Blue, White and Red State Trademark
- Maple Regulations
- Maple Standards
- Maine Apple Grading Law
- Maine Potato Branding Law
- Requirements for Official Use of State of Maine Quality Trademark

AGRICULTURE, FOOD AND RURAL RESOURCES

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3841

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001B; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 47.5

Legislative Count: 0

Organizational Units:

(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and its visitors and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, food salvage operations, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division responds to consumer complaints on food items, and analyzes all suspicious products.

The Division researches regulations and consumer concerns about new food processing technology and biotechnology influence on food, ice and the raising of game animals and birds for consumer foods. It is also responsible for assessing evidence received from other agencies, public hearings and industry in order to determine if given levels of carcinogenic properties are potentially harmful to the public food supply, and for the reduction of toxics in packaging.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911 the Commissioner of Agriculture was named to serve as the State Sealer.

The Division of Regulation is comprised of professional staff as follows: Supervisor of Seed, Feed and Fertilizer and two inspectors; Supervisor of Consumer Foods with nine inspectors and a seasonal blueberry program with 5 inspectors; Supervisor of Weights and Measures, one Metrologist and eight inspectors; Supervisor of Dairy Inspection and four inspectors; two Supervisors of the Sardine Inspection Program and two seasonal inspectors; and Supervisor of Sardine Grading and one grader.

PROGRAM:

Food Program. The program administers and enforces inspection and licensing of retail food stores, home food processing businesses, commercial food processing establishments, food warehouses, food salvage operations, ice manufacturers, mobile food vendors, beverage plants, bottle redemption centers, apple cider plants, bakeries, and maple syrup processing plants. It is also responsible for enforcement of the Returnable Container Law. Inspectors have the responsibility to assist food business in order to insure proper compliance. Presently, inspectors are working to establish safe handling practices for game animals and bird raisers in the interest of consumer food. One inspector is a Food and Drug Administration Certification Officer and is state standardizing other inspectors.

Sardine Program. This program insures continual inspection of sardine packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

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Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

Dairy Inspection. The program is responsible for the Inter-State Milk Shippers Program and the Pasteurized Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers and milk sampling surveillance officers.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program to determine any adulteration and/or misbranding of products being distributed in the state.

Plant and Soil Amendment Program. The Plant and Soil Amendment Program regulates the sale of plant and soil amendment products through registration and a limited sampling program.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer. It responds to consumer complaints regarding food establishments and products, recalls food products, and investigates food product damage incurred in fires, floods, extended power outages or damage in transit.

LICENSES, PERMITS, ETC.:

License:

- Seed
- Weighmasters
- Weighing Device Dealers & Repairmen
- Wood Scaler
- Milk Dealers
- Babcock Testers
- Food Establishment
- Beverage Plants
- Wholesale Frozen Dairy Products
- Redemption Centers
- Sardine Packers

Registration:

- Fertilizer Products
- Feed Products
- Lime Products
- Plant & Soil Amendment Products

Certificate:

- Certificate of Competency

Permit:

- Blueberry Processors and Packers
- Dairy Farm

PUBLICATIONS:

Laws:

- Feed (free)
- Food (free)
- Seed (free)
- Hazardous Substances Labeling (free)
- Milk and Frozen Dairy Products (free)
- Commercial Fertilizer and Lime (free)
- Beverage Containers (free)
- Plant and Soil Amendment Act (free)
- Mimeographed rules and regulations pertaining to many of the above laws (free)
- Consumer Information Bulletins (free)
- Seed Report (annual) (free)
- Recognizing Can Defects (free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Public Services.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3511

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 001F; Citation: 7 M.R.S.A., Sect. 3

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The Division of Resource Development was established to respond to the changing economy and structure of agriculture.

The Division's goals during FY '90 were to facilitate effective utilization of natural resources such as waste products and naturally occurring products for agricultural uses as fertilizers or soil conditioners; to provide farm internship training for young people; to develop farm management training programs; to expand public education of and appreciation for the importance of agriculture to Maine society and economy; to encourage efforts to support small scale agriculture; to encourage conservation and development of both conventional and alternative energy sources; to provide scholarship assistance to children of Maine farmers and woodsmen; to assist in developing farm vacation and bed and breakfast operations; and to respond to the needs of farmers by cooperating with other organizations.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to a Planning and Research Associate II and Farm Internship Coordination, numerous volunteers and students periodically work with the Division on various projects. This special staff has included two part-time positions from the Senior Community Service Project.

PROGRAM:

Waste Utilization.

The Division succeeded in an ongoing effort to establish a mechanism and source of funds for sponsoring research into waste utilization issues. Based on this work, the Maine Sludge and Residuals Utilization Research Foundation was established with the passage of L.D. 2260. Staff cooperated in convening a board comprised of industrial generators, municipal officials, university staff, state agencies, and environmental groups. The Division is presently cooperating in developing research priorities, and administrative and funding mechanisms for establishing the research program.

Under the auspices of the Central Aroostook Soil and Water District, division staff cooperated with public and private sector groups to develop a regional demonstration project to test the technical and economic feasibility of medium to large scale composting of cull potatoes and potato processing wastes with paper mill sludge and other carbon sources for use as a soil amendment. Division staff were active in organizational development, research design, public relations and funding acquisition activities.

The success of the project represented not only a major breakthrough in the effective management of potato wastes but also as a solution to pathogen and disease problems associated with cull potatoes. Following this initial success, staff cooperated with other researchers to initiate field trials on an Aroostook County research farm for testing crop responses to varying compost and fertilizer applications. The project has received national attention and staff is assisting in developing research proposals for acquiring funding for long-term research.

Staff has been active in other joint research and demonstration projects including animal bedding utilizing shredded newspaper, "on-farm" composting of municipal yard wastes and other organic materials with manure, and animal carcass disposal.

The Division functioned as the lead agency in cosponsoring the first Northeast Biocycle Conference held in Maine last fall. The three-day event included presentations regarding the latest developments, research and implementation in waste utilization and recycling, displays of "state-of-the-art" technology and tours of exemplary operations.

The Division took a leadership role in initiating and cosponsoring a state-wide compost conference for educating municipal officials and others regarding the economic, technical, and environmental feasibility of medium to large scale composting of wastes. Funding was obtained for videotaping major presentations which have been packaged for nation-wide distribution.

Under Chapter 567, staff drafted major revisions to composting rules thereby establishing a classification system of varying standards based on potential impacts to the environment. After review and comment, the Department of Environmental Protection (D.E.P.) accepted this model system almost in its entirety. This system has received national recognition and has served as a model for many states developing similar rules.

Staff also prepared draft compost standards outlining for submission to D.E.P. preparatory to "rule making."

In response to four major disasters involving animal carcass disposal problems, staff also cooperated with D.E.P. in establishing much needed emergency disposal procedures and guidelines. Following this initiative, staff chaired a Department committee that drafted comprehensive carcass disposal rules for submission to the Department of Environmental Protection.

Ag in the Classroom.

The Division provided primary staff support for the organization and development of the newly formed Maine Ag in the Classroom Association (MAITC). Staff support has included participation in obtaining non-profit status, organization of teacher training, collection and development of instructional materials, establishment of a State AITC Resource Library, and funding development.

The association includes broad representation from agricultural organizations, commodity groups, educational organizations, governmental agencies, and the University of Maine. It's goals are to assist educators in developing classroom activities for integrating agricultural concepts into curriculums; to develop policies, programs and materials for improving public understanding of agriculture; and to assist in coordination of State AITC activities.

The Division has taken a leadership role with the Consortium's primary project for 89/90 by overseeing drafting of a regional poster and ancillary materials for the fifth grade level. Other projects in progress include organization of a state-wide teachers' conference and initiation of in-service teacher training.

Farm Internship.

Pursuant to Legislation and funding for biennium, a staff person was hired in April of 1988 and program development activities initiated for intern and farmer enrollment, materials development and transfers programming. For the purposes of enrollment, brochures, posters, and applications were printed and a slide show developed. The program was publicized throughout Maine and to agriculture schools around the United States. Slide show presentations were made to Maine college and high school students with interests in agriculture. Twenty-five interns from Maine, various U.S. ag schools, and even overseas have been placed on some of Maine's best farms. A farm safety and tractor operation workshop was completed in June and a farm management workshop is being organized for late summer/89.

Generation Transfer Referral.

A committee of farmers and Department staff developed program guidelines, applications, and resource materials for use in making referrals between farmers interested in entering farming and those desiring to transfer their farms to the next generation before retiring. The program has been publicized state-wide to enroll farmers nearing retirement and those interested in generation transfer. The Division is also cooperating with the Production Credit Association and Extension in organizing an estate planning seminar for Maine farmers.

Farm Business Management.

After reviewing business management activities, the development committee, which includes representatives from Extension, Maine Small Farmers Association, Farmers Home Administration, and the Department of Agriculture, initiated: (1) completion of a survey of farmers' business management educational needs and (2) drafted a proposal for exploring establishment of a management institute to assess, coordinate and develop business management educational activities.

Conservation School.

Representing the Commissioner on the school's board, Division staff facilitated completion of a program evaluation, planning retreat, and draft workplan. The Division also initiated organization of a two-week-long "ag in the classroom" teacher training workshop at the school.

Farm Energy Audit Development.

Division staff oversaw the first two stages of a contract with the University of Maine for development of a Maine Farms Energy Audit. The third stage, now in progress, includes farm testing the computer program, drafting a "how-to" handbook, and organizing workshops for Extension staff and others interested in learning to help farmers complete audits.

Farm Vacation/Bed and Breakfast Development.

The division provided on-going organizational and development support to the recently organized

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Maine Farm Bed and Breakfast Association which offers interested farmers a new enterprise option for improving profitability. Support activities included market plan drafting and publicity and promotional assistance.

Maine Rehabilitation Scholarship Fund.

The Division coordinates the activities of the Maine Rehabilitation Scholarship Fund for the children of Maine farmers interested in post-secondary education. These activities included funding forty-three (43) students, implementing new program policies, revising materials and working to resolve delinquent accounts with the fund.

Labor.

In response to major labor shortages for Maine farmers, the Division participated on the Governor's Rural Development Committee on Agricultural Labor and cooperated with other groups, (e.g. the State Planning Office, Farmers Home Administration, Department of Human Services) in completing a state-wide study of farm labor needs. The Division also worked with a committee of farmers and Department staff in completing case studies of successful farmers to determine keys to success in attracting and keeping labor on Maine farms. Findings from these studies will be used to develop pilot projects for responding to labor problems.

PUBLICATIONS:

Report of Energy Use in Agriculture Task Force

Saving Energy in Rural Maine, or Who is Doing What on The Farm

Maine Small Farm Statistics

Useable Waste Products for the Farm

Agricultural Education in the Classroom: A Resource Guide for Maine Teachers (K-12) and Other Educators

Report of the Governor's Task Force on Ag in the Classroom.

All publications are available free of charge.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3511

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 7

Legislative Count: 7

PURPOSE: Since three of the divisions are concerned with some aspect of the natural resource base, it is accurate to represent this Bureau as being primarily concerned with the conservation and sound utilization of the resource base in order to assure sustained agricultural productivity.

The Bureau Director also has responsibility for developing programs responsive to the changing needs of agriculture, such as the Agricultural Viability Program and the Farmland Adjacency Program, coordinating with the State's Growth Management Program and the acquiring of farmland under the Land for Maine's Future Board.

ORGANIZATION: The Bureau of Agricultural and Rural Resources includes the Soil and Water Conservation Commission, the Pesticides Control Board, the Harness Racing Commission, and the Division of Resource Development. The specific functions and programs of each are described separately in this report.

PROGRAM:

Agricultural Viability Program. The Agricultural Viability Program provides minimal funding which enables the agricultural community in various regions of the state to assess where they stand, what barriers to profitability confront them and what opportunities they have to improve their situation. It is intended that they recommend program and/or policy changes to the Department and, in addition, undertake local initiatives to improve their situation. To date, five regions have been funded. These are the Andy Sandy Region in Western Maine, Open Doors Region in Central Maine, Downeast, St. John Valley and Southern Aroostook Regions.

The fifth region to be funded, Southern Aroostook, is completing its assessment phase this year. They have been active locally in a variety of ways already. These include planning efforts, Conservation Reserve Program issues and beef development. The region has benefited from an actively participating, 26-person steering committee.

The four original regions have been active in a broad array of local projects. A list of successful projects include the following:

- An active beef marketing group which has increased returns to producers by pooling loads of feeder calves and shipping them out of the region. This same group has organized a successful auction of preconditioned feeder calves.
- Pioneering work in providing town planners with the tools and information they need to make improved judgements about the nature and role of agriculture in their towns.
- The development of a rapidly growing farmers' market in Machias.
- The development of an active beekeepers' association in Washington County, all of whose members are doubling and tripling their production every year. This is helping to fill the void felt by the shrink in migratory beekeepers, and is essential for high yields of blueberries.
- The development of some first rate programs turning fairs into prime educational activities for heightening the agricultural awareness of school children and the general public.
- The launching of a statewide annual beef conference which was attended by 230 people the first year, with attendees from Madawaska to Kittery plus Canada and other Northeastern states.

Ag-Viability staff efforts include the following:

- Development of educational materials and State-suggested values for various categories of farmland for the administration of the Farm and Open Space Tax Law. These were accompanied by more than 30 informational meetings held throughout the State to acquaint landowners and assessors with the revisions in the law.
- Work in the development of a beef feedlot industry in Aroostook based on cull potatoes and potato waste as the energy source.

Farmland Registration. 1989 was the first full year of implementing the Farmland Registration Act, 7 MRSA Chapter 2-A. Because it is such a new idea and its initial implementation the year before proceeded on an emergency basis, there was a great deal of confusion about the requirements of the law and the intention of the Legislature. It fell on the Bureau Director to hold workshops, issue written communications to farmers and town officials and to respond to questions from the abutters.

Through the two registration periods, the first April 15-May 1 of 1988 and the second January 15-February 1 of 1989, a total of 283 land parcels have been registered. (This is probably an underestimate because copies are not forwarded to the Department and the Registry of Deeds, which is the source of this number, was not required to keep a separate file.)

In addition to the written communications, we fielded at least 200-300 calls from farmers, municipal officials, abutters and the press. In some cases we found ourselves negotiating conflicts.

During the spring of 1989 we directed considerable effort to working with the Legislature to refine and clarify the law. It has been upheld by the 114th Legislature.

Farmland Purchase of Development Rights. Because of farmland being included as eligible for purchase under the Land for Maine's Future Bond issue, we have actively participated in the development of the procedures of the Land for Maine's Future board. We are also in the latter stages of acquiring Maine's first farmland development rights. This participation has proven to be most beneficial to the Department of Agriculture because it has encouraged us to move ahead and develop our own program and has laid out the path we know we have to take in order to develop an effective program.

Toward that end, the Commissioner established a Task Force to develop Maine's own Purchase of Development Rights effort. This Bureau has provided the staff support for the monthly meetings of the sixteen member Task Force.

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Growth Management. One of the 10 goals of Maine's Comprehensive Growth Management Statute is "To Safeguard the State's Agricultural and Forest Resources from Development which Threatens Those Resources."

This Bureau has worked diligently with DECD to develop guidelines for local communities in assessing this valuable agricultural lands and developing tools to implement preservation objectives.

We are also coordinating our efforts with the Soil and Water Conservation Districts and the Governor's Rural Development Committee.

Groundwater Protection. As both the Pesticides Board and the Soil and Water Conservation Commission have objectives of protecting groundwater quality, the Bureau Director has participated in the development of State and EPA's Groundwater Strategy and DEP's Non-Point Source Planning efforts. In addition, as a result of the Director's participation in EPA's efforts, Maine was one of 4 states that received a discretionary grant from EPA to investigate means of recruiting contamination of groundwater from agricultural chemicals.

In the same vein, the Bureau Director co-chaired a Task Force with the University of Maine Extension Cooperative Specialist to develop a Groundwater Best Management Manual due to be published very shortly.

PUBLICATIONS:

Dairy Profile, 1986

Potato Profile, 1986

Beef Profile, 1987

Commodity Screen: Spinach, 1987

Commodity Screen: Carrots, 1987

Commodity Screen: Lettuce, 1987

Ag-Viability Notes, March 1987

Ag-Viability Notes, July 1987

Ag-Viability Notes, May 1988

Ag-Viability Notes, March 1989

Report of the Original Four Ag. Viability Regions, Fall 1987

Handout for Landowners about the Farm and Open Space Tax Law

All above publications are free.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	197,946	197,946				
Health Benefits	19,067	19,067				
Retirement	40,443	40,443				
Other Fringe Benefits	1,250	1,250				
Other Contractual Service	52,919	36,787	16,132			
Rents	436	436				
Commodities	2,864	2,850	14			
Grants—Subsidies—Pensions	95,474	63,614	31,860			
Transfers to Other Funds	607		607			
TOTAL EXPENDITURES	411,006	362,393	48,613			

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

BERNARD W. SHAW, STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-3841

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1839

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 01; Unit: 004; Citation: 10 M.R.S.A., Sect. 2401

Average Count—All Positions: 10

Legislative Count: 0

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws and to determine that equity prevails in all commercial transactions involving determinations of quantity.

ORGANIZATION: The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Deputy State Sealer serves as supervisor to the Weights and Measures section within the Division of Regulations. This section's professional staff consists of one Metrologist and eight Weights and Measures inspectors. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulation. Overall supervision is provided by the Director of the Bureau of Public Service.

PROGRAM: The Division of Regulation's Weights and Measures unit is responsible for all standards of weights and measures with continual certification by the National Institute of Standards and Technology. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure. It is responsible for uniform standards for the measurement of wood and enforcement of the Wood Measurement Law and regulations as well as verification of radar guns used by the State and local police to monitor excessive speeding. Other areas of impact include local sealers, parking meters, worm counts and licensing of scale mechanics and weighmasters.

The State standards of weights and measures maintain traceability through the National Institute of Standards and Technology and its own Metrology Lab located in Augusta..

LICENSES, PERMITS, ETC.:

- Weighmasters
- Weighing Device Dealers and Repairmen
- Wood Scaler

PUBLICATIONS:

- Laws pertaining to Maine Weights and Measures (free)
- Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)
- Wood Measurement Rules (free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Services.

STATE SOIL AND WATER CONSERVATION COMMISSION

L. HERBERT YORK, CHAIRMAN

FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta

Telephone: 289-2666

Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: March 25, 1941

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 01; Unit: 019; Citation: 12 M.R.S.A., Sect. 51

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies; to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; and to coordinate the Resource Conservation and Development Programs.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed to the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of twelve members, six of whom serve ex officio: Vice President for Research & Public Service of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, Commissioner of Marine Resources and Commissioner of Environmental Protection; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I

Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II

Washington County SWCD, Machias
Hancock County SWCD, Ellsworth
Oxford County SWCD, South Paris

Area III

Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV

Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast

Area V

Androscoggin Valley SWCD, Lewiston
Franklin County SWCD, Farmington

Area VI

York County SWCD, Sanford
Cumberland County SWCD, Westbrook

Professional staff for the Commission is comprised of an Executive Director and a Soil Scientist.

PROGRAM: The accomplishments of the Soil and Water Conservation Commission (SWCC) are apparent in the conservation practices applied to the land of more than 12,194 private landowners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 90, 1,559 groups and individuals applied some form of conservation practices to their land in an effort to control erosion and other soil and water problems. New conservation plans were formulated for 63,649 acres of land, raising the total State acreage covered by conservation plans to 1,822,896 acres.

The Commission and Districts reviewed and evaluated over 500 resource alteration applications submitted to the Department of Environmental Protection (DEP), Land Use Regulation Commission (LURC), State Planning Office (SPO) and the Department of Inland Fisheries and Wildlife (DIF&W)

AGRICULTURE, FOOD AND RURAL RESOURCES

during the past year. The recommendations proposed by the Commission and Districts were often included as conditions of approval in the permits granted through these applications. The present DEP policy on the mining of topsoil was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Soil Suitability
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate

The Commission employed 2 work-study students to assist the Districts with their heavy summer workload.

Under the Challenge Grant Program, the Commission received 22 applications for special projects during the 1989-90 Fiscal Year. The Commission awarded Challenge Grant monies to 10 Districts to fund 13 of those projects. The \$98,992 of Challenge Grant Funds generated \$65,747 matching funds and in-kind services. This shows that the Districts are generating about 66¢ of matching dollars for every Challenge Grant dollar requested.

During the past year, using their new long range plan, the Commission developed a most comprehensive annual plan of operating. The Commission will continue to use their long range plan as a base document for future A.P.O.'s. The Commission also produced a "Personnel Management Guide for Supervisors" which has been distributed to Maine's 16 conservation districts. The State Soil Scientist also developed a technical paper on the stabilization of disturbed soil areas using grasses that should prove quite helpful to both developers and homeowners.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
 Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
 Maine Guidelines for Septic Tank Sludge Disposal on the Land
 Native and Introduced Wildlife Shrubs of Maine
 Environmental Quality Handbook—Revised 1986
 Soil and Water Conservation Long Range Plan—1981
 Soil and Water Conservation Long Range Plan—1989
 Maine Association of Conservation Districts—affiliate Membership Brochure
 Reasons Why?—affiliate Membership Brochure
 Alternatives to Topsoil Mining
 The Maine Soil & Water Conservation Challenge Grant Program—1984 the First Year
 Challenge Grant Projects: 1984-85 Progress Report
 Challenge Grant Projects 1988-89—Report and Executive Summary
 Personnel Management Guidebook for District Supervisors
 Stabilization of Disturbed Soil Areas by Permanent Seeding of Grasses
 Who, What, Where—Brochure—A guide to your Soil and Water Conservation Agencies

All above publications are free.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	88,188	88,188				
Health Benefits	9,360	9,360				
Retirement	18,750	18,750				
Other Fringe Benefits	298	298				
Other Contractual Service	39,655	29,747			9,908	
Rents	3,329	3,329				
Commodities	1,229	1,229				
Grants—Subsidies—Pensions	250,881	250,881				
TOTAL EXPENDITURES	411,690	401,782			9,908	

COMMITTEE TO ADVISE THE DEPARTMENT OF HUMAN SERVICES ON AIDS

ROBIN LAMBERT/PATRICK O'BRIEN (Vice-Chair)

Central Office: For Administrative Purposes: Office on AIDS
Mail Address: D.H.S. #11, Augusta, Maine 04333

Telephone: 289-3747

Established: July 7, 1987

Reference: Policy Area: 03; Umbrella: 92; Unit: 510; Citation: 5 M.R.S.A., Sec. 19202

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: This Committee is mandated to advise the Department of Human Services on content and dissemination of educational materials, crises that may develop, coordination of services to people living with AIDS, AIDS related complex and Human Immunodeficiency Virus infection and the families and people providing care for these people, and AIDS related policy and proposed rules.

ORGANIZATION: This Committee is comprised of not less than 26 nor more than 31 members appointed by the Governor. It is headed by a Chair and Co-Chair. It is advisory only, having no responsibility or jurisdiction over activities, implementation or results of action taken by the Department of Human Services; it represents a wide cross section of persons knowledgeable of issues and problems in their fields; it may only make suggestions and hear public issues of concern brought before it; it is expected that this Committee assists in acquiring support, including funding, for essential services and problems.

PROGRAM: This Committee meets on a bi-monthly basis to consider areas covered under the "Purpose" section of this document. The Committee is broken down into several sub-committees:

Executive
Policy

Medical Services
Education

These sub-committees meet to give specific recommendations to the Committee as a whole in order to assist the Committee in its efforts to advise the Department on legislation and the creation of "AIDS in Maine: Background and Policy". This Plan was released in February of 1988. Long range plans involved creating 4 new sub-committees which will continue to help guide the Committee in matters of Plan revisions and Legislation.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Legislature.

ANIMAL WELFARE BOARD

CLYDE F. LeCLAIR, EXECUTIVE DIRECTOR

Central Office: 10 Water St., Hallowell

(Bur. of Alcoholic Beverages Bldg.)

Telephone: 289-3846

toll-free-800-462-3202 (in-state only)

Mail Address: Statehouse Sta. #157, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 021; *Citation:* 7 M.R.S.A., Sect. 3903-3906

Average Count—All Positions: 7

Legislative Count: 4

PURPOSE: The Animal Welfare Board is authorized to enforce both criminal and civil statutes regarding the humane treatment of domesticated and wild animals, including agricultural livestock. Its staff of full and part-time humane agents investigates complaints of cruelty to animals, bringing charges and prosecuting such cases in court when necessary. The Board's agents may also seek civil seizure orders from the court, by which they are authorized to take animals into custody. Part-time agents are appointed on a geographic basis to supplement the activities of the full-time agents throughout the state. The 3 District Agents (full-time) cover the Southern District which includes York and Cumberland Counties, Central District including 7 counties and the Northern District which includes 7 counties. Fourteen part-time Agents are supervised by the District Agents with overall division supervision/administration coordinated through the Executive Director.

The Board is responsible for the state's dog licensing program, which is operated jointly with the municipalities, and for the inspection and approval of local shelters for stray and abandoned dogs. The Board's humane agents inspect pet shops and boarding kennels, which are licensed by the Board.

The Board is authorized to adopt rules relevant to the discharge of its duties.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents, upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff was authorized an increase of two positions, one (1) secretarial and one (1) district humane agent position.

With the advent of the Animal Welfare Board, the Division of Animal Welfare was repealed (together with the Animal Welfare Advisory Board). The Division's full-time staff became staff to the Board, with the Division Director becoming the Board's Executive Director. All part-time agents serving at the time became appointees of the Board.

Legislation creating the Animal Welfare Board (P.L. 1983, c. 308) became effective on March 1, 1984. The Board exercises the enforcement authority formerly held by the Division of Animal Welfare. The Department of Agriculture, Food and Rural Resources, within which the Board is located, is authorized to carry out the related administrative responsibilities and functions. By statute, the Board's membership is comprised of four representatives of agricultural organizations, four representatives of humane societies, a veterinarian and the Commissioner of Agriculture, Food and Rural Resources or his designee.

THE ANIMAL WELFARE BOARD MEETS THE 4TH WEDNESDAY OF EACH MONTH.
(MEETING PLACE DESIGNATED IN PUBLIC ADVERTISEMENT).

PROGRAM: Rules are in place covering the standards for Conducting Pig and Calf Scrambles and the Housing and Care of Horses (all equine).

The board staff of humane agents is charged with the responsibility of enforcing the animal welfare concerns relating to the animal pulling competitions held throughout the State, under the Act passed in May of 1988, to regulate Horse, Oxen, and Pony Pulling Events. Both part-time and full-time agents are utilized in this capacity.

ANIMAL WELFARE

Board staff provided ongoing inspections of 127 Boarding Kennels, 47 Animal Shelters, and 59 Pet Shops during FY 1990.

Staff continues to deal with some 2700 cases per year of reported cases of animal abuse and neglect with more than 70 cases being referred to either the Attorney General's Office in civil matters and the several District Attorneys in the eight prosecutorial districts involving criminal matters.

Assistance is provided with cases pursued at the local level with advice and counsel offered and provided to local units of government in matters relating to Dog Licensing and/or various issues related to animal welfare.

New Initiatives During FY 1990

PUBLIC EDUCATION: A concerted effort designed to make facility owners aware of adopted rules and required compliance.

—Animal Control Officer education and training through an ongoing dissemination of information to encourage more appropriate response at the local level. Actual training programs in eight (8) regional areas was held during the spring of 1990 in workshop settings for animal control persons.

—Coverage for Complaint & Intake: Staff monitors phones over weekends and holidays which ensures assignment of agents to those reported cases of cruelty or other types of calls requiring immediate attention.

—Developing methods to familiarize citizens that State Humane Agents and State, County and local law enforcement agencies have the sole authority to investigate and enforce the Statutory Animal Welfare Laws.

Humane Societies operate facilities, accept animals for proper care, educate and provide information, but have no enforcement authority.

Program Planning for the computerizing of complaint intake and referral, dog licensing activity involving 495 towns/cities and internal fiscal and personnel management.

LICENSES, PERMITS, ETC.:

- State Approved Certificate issued to Animal Shelters
- Licenses issued to pet shops and boarding kennels
- Dog license (tags and forms supplied to municipalities)
- Kennel Tags
- Spay-Neuter Certificates—Provided at cost + mailing
- Rabies Certificates—Provided at cost + mailing
- Pig Scrambles
- Calf Scrambles
- Research Laboratories

PUBLICATIONS:

- State of Maine—Animal Welfare Laws/Regulations (free)
- Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
- Brochures relating to Animal Care (free)
- Cards/Posters re leaving animals in closed vehicles during warm weather (free)
- Posters identifying procedure for reporting abuse/neglect of animals (free)
- Animal Control Officer's Manual (free)
- Town/City Clerk's Manual (free)
- Copies of Rules relating to Shelters, Kennels, Pet Shops (free)
- Copies of Rules relating to Equine Care (free)
- Copies of Rules relating to Pig/Calf Scrambles (free)

FINANCES, FISCAL YEAR 1990: This unit did not receive or expend any funds during FY 90.

APPORTIONMENT REVIEW PANEL

APPORTIONMENT REVIEW PANEL

DAYTON HAIGNEY, M.D., CHAIRMAN

Central Office: Deering Bldg., A.M.H.I.

Telephone: 879-4840

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333-0027

Established: January 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 92; Unit: 490; Citation: 39 M.R.S.A., Sect. 57B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The panel is designed to help resolve disputes which may arise regarding the apportionment of liability in cases of reduced earning capacity resulting from two separate injuries, when reimbursement from the Employment Rehabilitation Fund for such additional losses is requested.

ORGANIZATION: Panel made up of two employee representatives, two employer or insurer representatives, and one representative of the medical or rehabilitation profession; all are appointed by the Governor.

PROGRAM: The Apportionment Review Panel has met to discuss its procedures and rules, and to advise the Workers' Compensation Commission about its operations.

The work of the panel is dependent on and limited by a complex set of circumstances, including a work related injury or disease, rehabilitation and a successful return to work, a second injury resulting in additional loss of earning capacity, and a dispute over the apportionment of the additional loss of earning capacity. The panel will review such disputes and make a recommendation on the apportionment of liability.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN

ANN THOMAS, Secretary

Central Office: Stone House, Star Route 3, Phippsburg, Maine

Telephone: 389-1141

Mail Address: Stone House, Star Route 3, Phippsburg, Maine 04562

Established: 1965

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 00; Umbrella: 92; Unit: 257; Citation: 5 M.R.S.A., Sect. 96

Average Count—All Positions: 0

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Maine State Archives.

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
WILLIAM J. BRENNAN, Comm. of Marine Resources

Telephone: (202) 387-5330

Central Office: 1400 Sixteenth Street, N.W., Suite 310, Washington, D.C. 20036

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333-0021

Established: May 5, 1942

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 98; Unit: 290; Citation: 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0

Legislative Count: 0

Organizational Units:

All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine shell and anadromous—through an interstate compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the Interstate Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through boards and committees comprised of groups of states. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state and the U.S. Fish and Wildlife Service for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS and USF&WS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster, shrimp, striped bass, bluefish, Atlantic Sturgeon, American shad and river herring programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1989 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the National Marine Fisheries Service (NMFS), particularly with respect to the Interjurisdictional Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 99-659, the Interjurisdictional Fisheries Act of 1986, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC

ATLANTIC STATES MARINE FISHERIES COMMISSION

include ecologically-oriented MARMAP and MESA programs, Wallop-Breax Aquatic Resources Trust Fund (P.L. 98-369), Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200-mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans and joint venture proposals that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the Interjurisdictional Fisheries Management Program. This program is known as "The Interstate Fisheries Management Program" and includes state/federal projects involving Northern Shrimp, Shad and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities such as interstate shellfish transportation and fish/shellfish disease control. In 1988, Atlantic sturgeon was added to the Interstate Fisheries Management planning effort and a plan for this species is scheduled for completion in the fall of 1990. A bluefish plan, developed jointly by the Atlantic Coast Regional Councils and ASMFC, was adopted by the Commission in the fall of 1989. This plan is now being implemented by the states and regional councils within their respective jurisdictions. During the past year, the major focus of the Commission's interstate program has continued to center around the striped bass resource. P.L. 98-613, the Atlantic Striped Bass Conservation Act of 1984, was reauthorized in October, 1988, and expires on September 30, 1991. The original act established a mechanism for federal preemption of striped bass management in state territorial waters. Reauthorization legislation continues to require the ASMFC to determine at its annual meeting whether or not participating states are in compliance with the Interstate Striped Bass Plan and submit a status report to the Secretary of Commerce. Those states determined to be in noncompliance are allowed 30 days to respond to deficiencies or be subject to a federal moratorium on the taking of striped bass in that state's waters. Such a moratorium would remain in effect until the subject state was determined to be in compliance with the Interstate Plan. The federal law also requires each state to be evaluated by the Commission on the enforcement effectiveness of its striped bass conservation regulations. Inadequate enforcement could also constitute grounds for finding a state in noncompliance. During 1989, two significant events occurred which substantially altered striped bass management on the Atlantic coast. Recruitment of juvenile striped bass in Maryland waters improved substantially in 1989. This improvement in recruitment led to the adoption of Amendment 4 to the Striped Bass Plan. Amendment 4 allows for some relaxation of harvest restrictions and reopening of traditional commercial fisheries under strictly controlled conditions. Because of continued concern for the striped bass resource, Maine, New Hampshire, Massachusetts, Connecticut, and Pennsylvania elected to continue with a 36 inch minimum size although other states reduced their minimum size to 28 inches as allowed under Amendment 4. In addition, Maine imposed a spawning closure in the Kennebec/Androscoggin/Sheepscot Rivers before and during the spawning season (December 1 to June 30) to protect a reestablished resident stock in this area. Current law authorizes the Commissioner of Marine Resources to promulgate regulations on the Interstate Striped Bass resource. The Commission will continue to actively monitor state regulations and enforcement as required by federal law. The striped bass issue has clearly defined a new and strengthened role for the Commission in interstate fisheries management programs.

Whereas the Fisheries Conservation Management Act clearly defines management responsibility of the Regional Councils only in the Fisheries Conservation Zone, territorial sea fisheries management

ATLANTIC STATES MARINE FISHERIES COMMISSION

authority resides clearly with the states. The ASMFC was recognized by the federal government as the appropriate institutional mechanism to assure that such authority was retained collectively by the states, provided the states acted responsibly in matters of resource conservation.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding, as well as legislation favoring fishing industry needs.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atlantic States Marine Fisheries Commission, 1400 Sixteenth Street, N.W., Suite 310, Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	22,054	22,054				
TOTAL EXPENDITURES	22,054	22,054				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL
JAMES T. KILBRETH, Chief Deputy Attorney General
FERNAND LAROCHELLE, Deputy Attorney General
CROMBIE J.D. GARRETT, JR., Deputy Attorney General
H. CABANNE HOWARD, Deputy Attorney General
THOMAS D. WARREN, Deputy Attorney General
STEPHEN L. WESSLER, Deputy Attorney General
JEFFREY PIDOT, Deputy Attorney General
CHRISTOPHER LEIGHTON, Deputy Attorney General

Central Office: State Office Bldg., Augusta; *Floor:* 6
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Telephone: 289-3661

Established: 1820

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 00; Umbrella: 26; Unit: 239; Citation: 5 M.R.S.A., Sect. 191

Average Count—All Positions: 137.5

Legislative Count: 89.5

Organizational Units:

Administration

District Attorneys

Office of Chief Medical Examiner of the State of Maine

Divisions:

Consumer & Anti-Trust

Litigation

Commercial Regulation & General Government

Natural Resources

Criminal

Opinions/Counsel

Human Services

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

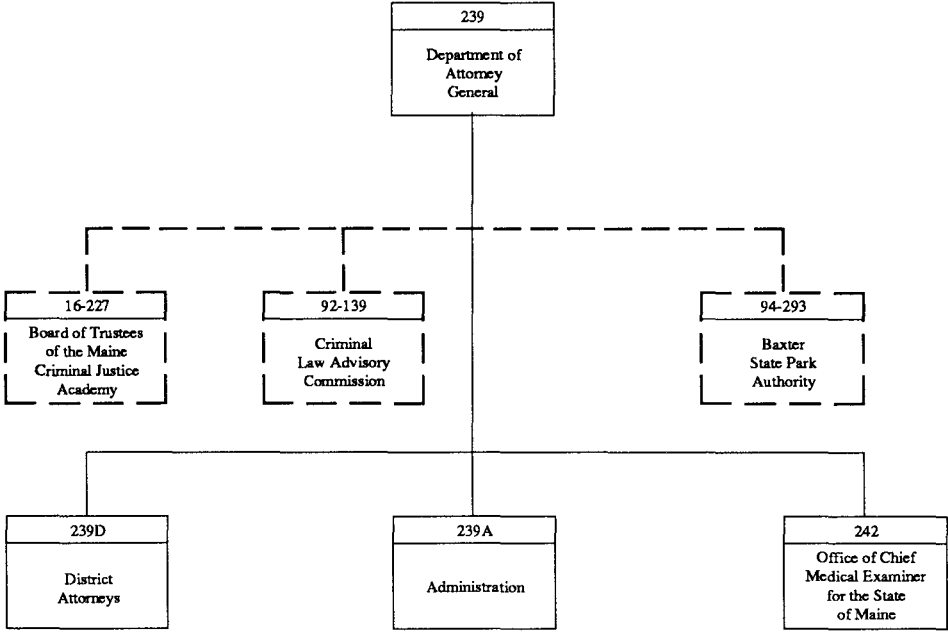
The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of a State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

Beyond the general purposes discussed above, the Attorney General has a wide range of duties which the Office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trust funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its Chief Executive.

ORGANIZATIONAL CHART
DEPARTMENT OF ATTORNEY GENERAL
UMB 26



Approved by the Bureau of the Budget

ATTORNEY GENERAL

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,719,056	4,853,880	480,095		385,081	
Health Benefits	374,178	311,219	31,221		31,738	
Retirement	1,202,826	1,003,453	114,377		84,996	
Other Fringe Benefits	46,141	37,015	5,532		3,594	
Computer Services—State	3,581	3,581				
Other Contractual Service	649,997	634,232	15,773		-8	
Rents	139,279	134,151			5,128	
Commodities	75,452	72,514	2,724		214	
Grants—Subsidies—Pensions	10,063	10,063				
Equipment	143,206	65,202	21,821		56,183	
Interest—Debt Retirement	42	42				
Transfers to Other Funds	47,010		27,646		19,364	
TOTAL EXPENDITURES	8,410,831	7,125,352	699,189		586,290	

ATTORNEY GENERAL

The Department consists of 7 operating units containing anywhere from 6 to 25 Assistant Attorneys General each. Each Division is presided over by an experienced Deputy Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other divisions oversee aspects of the Department's civil responsibilities. The civil units are Consumer and Antitrust, Commercial Regulation and General Government, Criminal, Human Services, Litigation, Opinions/Counsel, and Natural Resources. The 7 operating units report to the Chief Deputy Attorney General who in turn reports to the Attorney General.

Supporting the professional legal staff of the Department, numbering slightly over 80 attorneys, are paralegal assistants, investigators, secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities.

Consumer & Anti-Trust. The Consumer and Antitrust Division consists of five lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division operates a consumer complaint mediation program which utilizes volunteer mediators supervised by complaint examiners. The Division does not represent any agencies of State government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of the statutes which it enforces. The Division also enforces some criminal statutes and prosecutes "white collar" crimes. Finally, the Division assists the Attorney General in discharging his common law responsibilities for the supervision and the administration of charitable trusts. The Division also now operates a "lemon" arbitration program for owners of new cars. In four months of operation, the Lemon Law Program has received over 800 inquiries.

The Division staff in 1989-1990 responded to approximately 11,882 inquiries from the public requesting information or mediation. Mediation and legal action resulted in approximately \$1,020,000 in recoveries for consumers and businesses. Additionally, over \$94,000 was recovered in penalties, fines and costs.

Criminal. The Criminal Division comprises 18 lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State and, in addition, has concurrent prosecutorial jurisdiction with the 8 popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases, but also on request of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand to a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 24 homicides which occurred during the fiscal year and continued the investigation of 59 homicides which had occurred in previous years. During the fiscal year 1989-90, 26 homicide cases were tried, 22 of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 407 task force drug cases, in addition to homicides during the fiscal year 1989-90. The Criminal Division handled a total of 33 cases on appeal to the Maine Supreme Court. Twenty appeals were initiated by defendants during the year; the State initiated appeals in 5 cases, and the balance were cases carried over from prior years.

The Criminal Division was responsible for handling the paperwork in 82 closed extraditions; 46 of the 82 were fugitives sent out of state and 36 demands were made on other states to return fugitives to Maine for prosecution. Additionally, the Criminal Division handled 2 transfers of inmates pursuant to the Interstate Agreement on Detainers. There are presently 12 active extraditions.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1989-90, 111 cases were initiated, 78 were closed, and 51 were carried over from prior years.

Besides handling various criminal and non-criminal matters for state departments and agencies, the Criminal Division provided other unique services to various governmental bodies; for example, attorneys in the Division provided legal counsel to the Department of Public Safety, as well as representing other divisions, bureaus, and boards within state government and other state law enforce-

ATTORNEY GENERAL

ment agencies. Among other actions brought in state courts were 9 petitions for forfeiture of vehicles, weapons and other equipment used in violation of Maine's drug laws.

The Criminal Division also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicare, and Medicaid programs. The Medicaid Fraud Control Unit, a subsection of the Criminal Division, has conducted substantial investigations and developed prosecutions throughout the State. The Medicaid Fraud Control Unit statistics for the fiscal year include: 29 investigations; 12 criminal prosecutions and civil recovery litigation cases; overpayments identified and reported to the Department of Human Services for collection, \$125,943; restitution paid to the State, \$56,094; fines of \$41,500; and civil fraud penalty of \$143,435.84, of which the State General Fund gets \$43,030.

From July 1, 1989 through June 30, 1990, 7 welfare fraud cases were referred to the Criminal Division for investigation. Criminal prosecutions for theft by deception of Aid to Families with Dependent Children benefits and food stamp coupons was initiated in 7 cases. Twelve cases have been closed following prosecution and conviction. Defendants convicted of welfare fraud have been sentenced to various periods of incarceration and have been ordered to pay restitution in the amount of \$74,677.90. During the period July 1, 1989 through June 30, 1990, \$22,795.00 in restitution has been paid by defendants in prosecutions initiated in 1989 and in prior years. The restitution in the amount of \$22,795.00 has been forwarded to the Department of Human Services. One defendant was ordered to pay a fine.

In addition, members of the Criminal Division handled approximately 341 liquor law violations with the total fines recovered in this area surpassing \$109,535.00.

In addition to the normal caseload and activity directly related to criminal prosecution, the Division prepared and published, with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also, attorneys and investigators from the Division participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

Commercial Regulation and General Government. The Commercial Regulation and General Government Division is comprised of lawyers representing the following Departments and major agencies of State Government: Finance, Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 43 professional licensing boards regulating a number of licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of insurance, banking, securities, alcoholic beverages, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 25 cases in the Maine Supreme Judicial Court as well as several hundred cases at the Superior Court, District Court and administrative levels. The Division has handled a significant number of matters before the United States Bankruptcy Court and the U.S. District Courts. Division attorneys also prosecuted a large number of license revocation and suspension actions against medical doctors, nurses, chiropractors, insurance agents, and other licensed professionals before various agencies and the Administrative Court.

The Division also collected several hundreds of thousands of dollars in tax litigation and over \$1 million dollars in unpaid unemployment compensation taxes, and handled the bond counsel work for the issuance of more than \$50 million dollars in general obligations of the State. The Division expects that its work load will expand in most areas during the next fiscal year.

Human Services. The Human Services Division consists of twenty-five (25) lawyers who represent the Department of Human Services exclusively. This Department manages the various social, health and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Division defends tort and civil rights actions brought against the Department and its employees, as well as challenges to the decisions made by the Commissioner in such areas as granting and/or denying of licenses of health care providers, restaurants, mobile home parks and foster homes.

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The Human Services Division has one of the most persistent and heaviest caseloads of any Division in the Office of the Attorney General. In fiscal year 1987, more than 3,500 cases were handled by the attorneys in the Division covering a broad range of predominantly civil matters which are alluded to above.

Litigation. This Division of seven experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Litigation Division handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. Among the recent lawsuits in which the Division has been involved are cases challenging certain transportation fees under the interstate commerce clause, several environmental enforcement cases against unlicensed tire dumps, several cases challenging the Superintendent of Banking's approval of mutual savings bank conversions, and a \$50 million law suit challenging workers compensation insurance rates. The Division is responsible for defending suits against the Judiciary and for defending the State in workers' compensation cases. The Litigation Division is also responsible for various affirmative litigation, examples of which are suits brought on behalf of the Maine Human Rights Commission, suits to enforce environmental laws, and suits to enforce Maine's securities laws. Finally, the Division reviews all complaints and appellate briefs filed by the Attorney General's Office in civil cases.

Opinions/Counsel. This division of seven lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Administration, the Department of Corrections, the Department of Educational and Cultural Services, the Department of Mental Health and Mental Retardation, and portions of the Executive Department and the Office of the Secretary of State.

Natural Resources. During the 1990 fiscal year, the Natural Resources Division consisted of 9 lawyers who advise and represent all of the environmental and natural resource agencies of state government including the following: Department and Board of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources; Department of Agriculture (including the Maine Milk Commission, Soil and Water Conservation Commission, Pesticides Control Board and Animal Welfare Board); Office of Energy Resources; State Planning Office; and Department of Economic and Community Development.

During the 1990 fiscal year, the Natural Resources Division dealt with substantial numbers of environmental enforcement actions, with 154 of these being successfully concluded with the imposition of a total of more than \$3 million in fines, penalties, damages, reimbursements and restitution. The Division represented agencies at the administrative level as well as throughout the court system.

Major enforcement cases which were satisfactorily concluded during the year included prosecution of significant wastewater discharge violations, air emission violations and hazardous waste violations, with several cases resulting in the payment of hundreds of thousands of dollars each in fines and restitution. In addition, the Division provided assistance to the Legislature and agencies in connection with the enactment of new environmental laws and regulations.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,462,724	4,597,548	480,095		385,081	
Health Benefits	359,173	296,214	31,221		31,738	
Retirement	1,167,660	968,287	114,377		84,996	
Other Fringe Benefits	44,390	35,264	5,532		3,594	
Computer Services—State	3,581	3,581				
Other Contractual Service	444,612	428,847	15,773		-8	
Rents	111,740	106,612			5,128	
Commodities	66,516	63,578	2,724		214	
Grants—Subsidies—Pensions	10,063	10,063				
Equipment	138,210	60,206	21,821		56,183	
Transfers to Other Funds	47,010		27,646		19,364	
TOTAL EXPENDITURES	7,855,679	6,570,200	699,189		586,290	

ATTORNEY GENERAL

ADMINISTRATION (ATTORNEY GENERAL)

Central Office: State Office Building, Augusta; *Floor:* 6

Telephone: 289-3661

Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

PROGRAM: See report for the Department of the Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6

Telephone: 289-3661

Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: January, 1974

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50

Legislative Count: 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he/she is elected, under the direction of the County Commissioners, in all actions and other civil proceedings in which any county is a party or interested. All such actions, whether civil or criminal in which the State is a party, shall be prosecuted by him/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Mary Tousignant, District Attorney

District Two—Cumberland—Paul Aranson, District Attorney

District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney

District Four—Kennebec, Somerset—David W. Crook, District Attorney

District Five—Penobscot, Piscataquis—R. Christopher Almy, District Attorney

District Six—Sagadahoc, Knox, Lincoln, Waldo—William R. Anderson, District Attorney

District Seven—Hancock, Washington—Michael E. Povich, District Attorney

District Eight—Aroostook—John D. McElwee, District Attorney

All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

FINANCES, FISCAL YEAR 1990: The expenditures of this department are included in those of the Department of Attorney General.

ATTORNEY GENERAL

OFFICE OF CHIEF MEDICAL EXAMINER
FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Fuller Road, Augusta

Telephone: 289-2993

Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 26; Unit: 242; Citation: 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 6

Legislative Count: 6

PURPOSE: The Office of the Chief Medical Examiner is headed by the Chief Medical Examiner, who is appointed by the Governor for a term of seven years. Through its staff, it is empowered to combine the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical examiner cases include death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners that serve the office are appointed by the Chief Medical Examiner, take a constitutional oath of office, serve for a statutory fee or a per case basis and are responsible for determining the cause, manner, circumstances, place, date and time of death, and the identity of the deceased and for procuring evidence from the person of the deceased for the investigative purposes of other agencies and/or legal proceedings. This is accomplished through the process of inquiry, investigation, physical examination, autopsy and other laboratory studies as needed to the end of certifying such deaths. The Medical Examiner reports are filed centrally and are intended for legal and vital records purposes.

PROGRAM: In calendar year 1989, 1,821 deaths were reported: 1,113 were accepted as medical examiner cases, 319 autopsies were performed, 51 deaths were classified as homicides.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	256,332	256,332				
Health Benefits	15,005	15,005				
Retirement	35,166	35,166				
Other Fringe Benefits	1,751	1,751				
Other Contractual Service	205,385	205,385				
Rents	27,539	27,539				
Commodities	8,936	8,936				
Equipment	4,996	4,996				
Interest—Debt Retirement	42	42				
TOTAL EXPENDITURES	555,152	555,152				

AUDIT

DEPARTMENT OF AUDIT

RODNEY L. SCRIBNER, CPA, STATE AUDITOR

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Telephone: 289-2201

Established: 1907

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 27; Unit: 244; Citation: 5 M.R.S.A., Sect. 241

Average Count—All Positions: 61

Legislative Count: 37

Organizational Units:

Departmental Bureau

Administrative Services Division

Municipal Bureau

Unorganized Territory

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

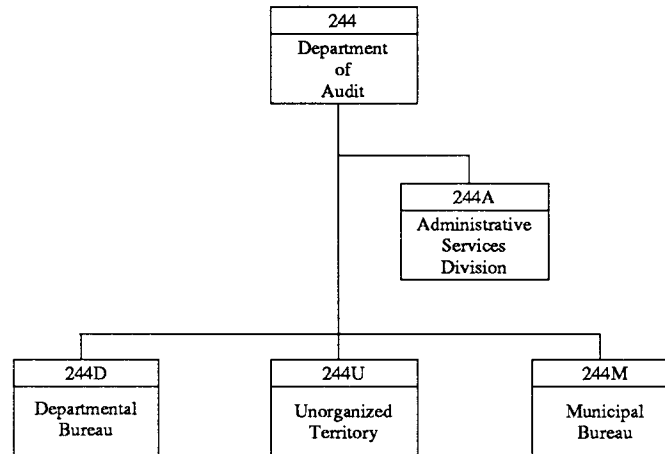
PROGRAM: The program of the Department is implemented through its Bureaus and Divisions.

PUBLICATIONS:

State Auditors' Annual Report

FINANCES, FISCAL YEAR 1990: The expenditures of this department include those of the Departmental Bureau, Municipal Bureau and Unorganized Territory Program. The following consolidated financial display was generated from department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

**ORGANIZATIONAL CHART
DEPARTMENT OF AUDIT
UMB 27**



Approved by the Bureau of the Budget

AUDIT

CONSOLIDATED FINANCIAL CHART FOR FY90 DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,264,551	931,642	332,909			
Health Benefits	108,308	74,596	33,712			
Retirement	253,964	186,898	67,066			
Other Fringe Benefits	12,922	9,347	3,575			
Computer Services—State	13,309	13,309				
Other Contractual Service	185,724	114,477	71,247			
Rents	27,193	27,021	172			
Commodities	24,374	21,187	3,187			
Equipment	5,994	5,994				
Transfers to Other Funds	3,180		3,180			
TOTAL EXPENDITURES	1,899,519	1,384,471	515,048			

AUDIT

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 27; Unit: 244A; Citation: 5 M.R.S.A., Sect. 242

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund.

ORGANIZATION: The Administrative Services Division is headed by the Deputy State Auditor. Authorized personnel in the division total 8, consisting of the State Auditor, one Director of Planning and Training, one Business Manager, one Auditor III, two Auditor IIs and one Auditor I.

PROGRAM: All Administrative, District and Superior courts are scheduled to be audited during the 1990-1991 fiscal year. During the 1989-1990 fiscal year 34 reports covering 86 audit years were issued.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

RICHARD H. FOOTE, CPA, DEPUTY STATE AUDITOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 27; Unit: 244D; Citation: 5 M.R.S.A., Sect. 243

Average Count—All Positions: 35

Legislative Count: 35

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: Authorized personnel in the bureau total 27, including one Director, two Assistant Directors, seven Auditor IIIs, eight Auditor IIs and nine Auditor Is.

PROGRAM: The major goal of this bureau is to perform the annual statewide Single Audit of Maine as required by the Federal Single Audit Act of 1984. This audit addresses financial and compliance audit issues of the agencies and departments of Maine State Government.

PUBLICATIONS:

State Auditor's Annual Report

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUDIT

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	879,355	879,355				
Health Benefits	70,594	70,594				
Retirement	176,707	176,707				
Other Fringe Benefits	8,973	8,973				
Computer Services—State	13,309	13,309				
Other Contractual Service	107,231	107,231				
Rents	27,021	27,021				
Commodities	21,187	21,187				
Equipment	5,994	5,994				
TOTAL EXPENDITURES	1,310,371	1,310,371				

MUNICIPAL BUREAU (AUDIT)

DAVID F. WRIGHT, ACTING DIRECTOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6

Telephone: 289-2201

Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Established: 1907

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 27; Unit: 244M; Citation: 5 M.R.S.A., Sect. 243

Average Count—All Positions: 24

Legislative Count: 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative units and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Director. Authorized personnel in the bureau total 24, consisting of 1 Director, 1 Assistant Director, 6 Auditor IIIs, 5 Auditor IIs, 7 Auditor Is and 4 clerical staff.

PROGRAM: The statutes provide that each county, municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit approximately 200 governmental organizations including counties, towns, school administrative units, and quasi-municipal corporations for the fiscal year ending June 30, 1989.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	332,909		332,909			
Health Benefits	33,712		33,712			
Retirement	67,066		67,066			
Other Fringe Benefits	3,575		3,575			
Other Contractual Service	71,247		71,247			
Rents	172		172			
Commodities	3,187		3,187			
Transfers to Other Funds	3,180		3,180			
TOTAL EXPENDITURES	515,048		515,048			

AUDIT

UNORGANIZED TERRITORY (AUDIT)

JOSEPH M. PLOURDE, FISCAL ADMINISTRATOR

Central Office: Key Plaza, 286 Water St., Augusta; *Floor:* 6
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333-0066

Telephone: 289-2201

Established: 1985

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244U; *Citation:* 5 M.R.S.A., Sect. 246

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The purpose of the Fiscal Administrator is to provide assistance to the state and/or county agencies which request funds from the unorganized territories.

PROGRAM: The major goal of this office is to review the budgets and expenditures of all state and/or county service providers and report to the joint standing committee of the Legislature having jurisdiction over taxation. It is expected the administrator will assist and/or review the state agencies and counties which provide services in the unorganized territory.

PUBLICATIONS: Annual Unorganized Territory Financial Report

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

UNORGANIZED TERRITORY (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	52,287	52,287				
Health Benefits	4,002	4,002				
Retirement	10,191	10,191				
Other Fringe Benefits	374	374				
Other Contractual Service	7,246	7,246				
TOTAL EXPENDITURES	74,100	74,100				

BAXTER STATE PARK AUTHORITY

JAMES E. TIERNEY, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, ME
Mail Address: 64 Balsam Drive, Millinocket, ME 04462

Telephone: 723-9616

Established: 1933

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 94; Unit: 293; Citation: 12 M.R.S.A., Sect. 901

Average Count—All Positions: 35

Legislative Count: 0

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...shall forever be retained and used for state forest, public park and public recreational purposes . . . shall forever be kept and remain in the natural wild state... shall forever be kept and remain as a sanctuary for beasts and birds."

The primary responsibilities of the authority are to operate and maintain various campgrounds, campsites and rustic log cabins within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments, and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient, as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry; Park Operations; and Information Education.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,046 for the 1989 season with a potential seasonal capacity of 144,870. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following use statistics are presented on a calendar year basis in order to better reflect a full season's operation:

BAXTER STATE PARK

Statistical Use Information:	1989	1988	1987	1986	1985
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SUMMER SEASON (5-15—10-15)

USE—BY TYPE:

Day Use	49,195	48,746	45,980	41,589	40,613
Transient	6,570	5,964	13,013	12,267	10,501
Camper	24,869	22,877	22,290	20,415	21,033
Lodge Guests	—	744	767	666	726
TOTAL PEOPLE	80,634	77,587	82,027	75,038	72,813

MISCELLANEOUS:

Camper Days	65,033	62,211	59,441	53,776	56,627
Average Stay (Days)	2.62	2.71	2.67	2.63	2.69
Number of Vehicles	28,476	27,498	29,348	26,674	24,966
Recreational Visitor Days	120,798	116,921	118,429	107,632	107,741

WINTER SEASON (12-1—4-1)

	1989/90	1988/89	1987/88	1986/87	1985/86
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USE—BY TYPE:

Day Use	1,097	1,299	1,448	1,200	1,126
Campers	1,895	1,810	1,622	459	810
TOTAL PEOPLE	2,992	3,109	3,070	1,659	1,936

MISCELLANEOUS:

Technical Climbing	1,053	1,032	802	436	585
General Climbers	842	778	820	483	818
CAMPER DAY TOTAL	1,895	1,810	1,622	919	1,403

Skiing/Snowshoeing	282	243	617	32	26
Snowmobiling	815	1,056	831	1,168	1,100
DAY USE TOTAL	1,097	1,299	1,448	1,200	1,126

Recreational Visitor Days	2,992	3,109	3,070	2,119	2,529
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Financial Information:

	1989/90	1988/89	1987/88	1986/87	1985/86
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REVENUE:

Net from Operations	\$ 443,127	\$ 452,052	\$ 348,404	\$ 285,288	\$ 284,335
Trust Fund	1,028,000	860,000	860,000	770,000	635,028
Miscellaneous	15,427	18,740	14,186	11,729	11,752
Forestry	82,923	14,797	2,854	(2,758)	156,773
TOTAL	\$1,559,477	\$1,345,589	\$1,225,444	\$1,064,259	\$1,087,888

EXPENDITURES:

Personal Services	\$ 892,346	\$ 833,273	\$ 733,488	\$ 665,812	\$ 617,734
All Other	423,554	463,540	371,416	294,099	266,299
Capital	125,255	130,537	116,460	35,757	214,084
TOTAL	\$1,441,155	\$1,427,350	\$1,221,364	\$ 995,668	\$1,098,117

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

BAXTER STATE PARK

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

Contracts:

The Baxter State Park Authority issues contracts for the following services: Operation of Daicey Pond and Kidney Pond Campgrounds, Rubbish Removal and Janitorial. Search and Rescue services are provided by Maine Dept. of Inland Fisheries and Wildlife.

PUBLICATIONS:

1	Baxter State Park Hiking Guide	\$ 1.00
2	Baxter State Park Guide50
3	DELORME Map	5.20
4	Guide to Baxter State Park and Katahdin by Stephen Clark	10.45
5	Clark Map	4.75
6	Patches	3.00
7	Behold the Mountain	5.50
8	At Timberline: A Nature Guide to the Mountains of the Northeast	14.65
9	Maine Mountain Guide, AMC	13.60
10	Allagash and St. John Map	4.15
11	Appalachian Trail Map (large Poster Map, Maine to Georgia)	4.75
12	Guide to the Appalachian Trail in Maine	19.90
13	Map #1, #2, #3	3.35
14	First Flowers	4.15
15	First Birds	4.15
16	Glaciers and Granite	13.60
17	Topo Map each	2.50
18	Eastern Birds of Prey	7.30
19	Soft Paths	11.50
20	Katahdin Skylines and Geology	7.30
21	Maine Atlas	12.55
22	Mountain Flowers of New England	13.60
23	River Guide, AMC	10.40
24	Track Finder	2.10
25	Legacy of a Lifetime	16.80
26	Decal	1.00
27	Remote Trout Pond	8.35
28	Guide to Cross-Country Skiing	9.40
29	Pocket Guide to the Maine Outdoors	12.55
30	Spring Wildflowers	11.50
31	Summer and Fall Wildflowers	11.50
32	Trees and Shrubs	14.65

(All prices include tax)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	689,029		689,029			
Health Benefits	64,709		64,709			
Retirement	131,581		131,581			
Other Fringe Benefits	7,027		7,027			
Computer Services—State	63		63			
Other Contractual Service	286,206		286,206			
Rents	2,731		2,731			
Commodities	73,994		73,994			
Grants—Subsidies—Pensions	51,446		51,446			
Buildings and Improvement	55,521		55,521			
Equipment	60,845		60,845			
Interest—Debt Retirement	578		578			
Transfers to Other Funds	28,456		28,456			

MAINE BLUEBERRY COMMISSION

GORDON H. SCOTT, CHAIRPERSON

EDWARD J. McLAUGHLIN, Executive Director

Central Office: Coburn Hall, Univ. of Me., Orono

Telephone: 581-1475

Mail Address: Coburn Hall, Univ. of Me., Orono, Maine 04469

Established: 1977

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 94; Unit: 294; Citation: 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: In 1945, the blueberry industry of the state requested the Legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Blueberry Commission has the responsibility for allocation and administration of blueberry tax funds. Currently the tax is at the rate of 1/2 cent per pound from blueberry growers and 1/2 cent per pound from processors or shippers for a total of 1¢ per pound of blueberries produced or processed in the state.

ORGANIZATION: Legislation passed in 1984 provided that the Blueberry Commission consist of eight members appointed by the Commissioner of Agriculture, Food, and Rural Resources. The Commission elects a chairman from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

This legislation also provides for a Blueberry Advisory Committee of seven members who are appointed by the Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

PROGRAM: The 1984 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission.

Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Agricultural Experiment Station, the production of blueberries in Maine has approximately doubled from a 5-year average of 19 million pounds prior to 1981 to a 5-year average of 39.5 million pounds in 1988. The wild blueberry industry in Maine contributed approximately \$70 million to Maine's economy in 1988.

Market development and promotion activities are carried out primarily through the allocation of funds to two trade organizations: The Wild Blueberry Association of North America (WBANA), and the North American Blueberry Council (NABC). These organizations conduct blueberry promotions for the export market as well as national promotion for the domestic markets. Special emphasis is given to the food service trade such as restaurants, bakeries, and lunch programs.

Other activities funded by the Commission include exhibits at trade shows, fairs and participation at the Eastern States Exposition in West Springfield, Massachusetts, the seventh largest agricultural exposition in the world. Some activities are carried out in cooperation with the Bureau of Marketing in the Department of Agriculture, Food and Rural Resources.

Faced with large production increases, both in Maine and other blueberry producing areas, the promotional programs funded by the Blueberry Commission have been a major factor in marketing blueberries commensurate with the increased production.

PUBLICATIONS: Bulletins and Newsletters published by the Commission, the Maine Agricultural Experiment Station and the Cooperative Extension Service at the University of Maine, Orono, Maine.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BLUEBERRY COMMISSION

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35,340		35,340			
Health Benefits	1,884		1,884			
Retirement	8,496		8,496			
Other Fringe Benefits	634		634			
Other Contractual Service	18,402		18,402			
Rents	209		209			
Commodities	880		880			
Grants—Subsidies—Pensions	441,496		441,496			
Transfers to Other Funds	8,208		8,208			
TOTAL EXPENDITURES	515,549		515,549			

BLUEBERRY ADVISORY COMMITTEE

FRED OLDAY, CHAIRPERSON

Central Office: Coburn Hall, UMO, Orono

Telephone: 581-1475

Mail Address: Coburn Hall, UMO, Orono, Maine 04469

Established: 1945

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Maine Blueberry Commission instead of by the University of Maine. In 1985 legislation was passed to delete the words "University of Maine" from the name of the Blueberry Advisory Committee. In essence the Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION: The Blueberry Advisory Committee consists of seven members who serve staggered terms of four years. Members of the Advisory Committee may not be reappointed for successive terms. Committee members elect their own chairman and meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station and the Cooperative Extension Service. The Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM: Activities and program are included with the report of the Maine Blueberry Commission.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

CANCER PREVENTION AND CONTROL ADVISORY COMMITTEE

DONALD MAGIONCALDA, MD., Committee Chairperson

LANI GRAHAM, M.D., M.P.H. and RANDY SCHWARTZ, M.P.H. Contacts

Central Office: c/o Bureau of Health

Telephone: 289-5180 or 289-5378

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: July 10, 1987

Reference: Policy Area: 03; Umbrella: 92; Unit: 511; Citation: 22 M.R.S.A., Sec. 1405

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Cancer Prevention and Control Advisory Committee, established by Title 5, Section 12004, Subsection 10, consists of a committee of representatives to serve as an Advisory body to the Department of Human Services on the operation of the Cancer Registry Program and on the development and maintenance of a coordinated statewide approach to cancer prevention and control.

ORGANIZATION: The Committee is composed of not less than 14 members, one-half of whom are appointed by the Governor and one-half of whom are appointed jointly by the President of the Senate and the Speaker of the House. Members shall include individuals with training and experience in the following fields: medicine, M.D. or D.O.; oncology; medical and biological sciences; hospital administration; hospital tumor registry operations; health promotion and education; epidemiology; and biometry. Committee members serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Cancer Prevention and Control Advisory Committee meets every other month in Augusta and has established subcommittees to help it carry out its functions which include advising the Department of Human Services on the development and maintenance of a coordinated statewide approach to cancer prevention and control and reviewing requests for information from the Cancer Registry data base. The following subcommittees have been established: Cancer Registry Program Subcommittee, Annual Cancer Conference Planning Subcommittee, Peer Review and Special Studies Subcommittee, and a Subcommittee for Recommendations on Statewide Approach to Cancer Prevention and Control.

Notable achievements during the past fiscal year were the Governor's acceptance of a committee recommendation on the formation of a "Commission on Smoking or Health" and holding a Blaine House Consensus Conference on "Overcoming Barriers to Early Detection of Breast and Cervical Cancer." Additionally, the committee, with the assistance of its subcommittees, reviewed and approved two research studies using Cancer Registry data. One is a Woman's Health Study of breast cancer risks associated with alcohol consumption and lactation and the other is a data quality study of the reliability of occupational history information submitted to the Cancer Registry Program. The committee also peer reviewed and directed a departmental study of the Elevated Cancer Rates Among Lincoln County Residents and a study of Leukemia Time-Trends mandated and funded by the Legislature.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Health.

CHILDREN'S RESIDENTIAL TREATMENT COMMITTEE

Central Office: 87 Winthrop St., Augusta

Telephone: 289-3863

Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 03; Umbrella: 90; Unit: 484; Citation: 22 M.R.S.A., Sect. 8151

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Children's Residential Treatment Committee is an interdepartmental committee established to develop and coordinate the State's role in contracting for the placement of children in need of treatment in residential treatment centers.

ORGANIZATION: The Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation and the Commissioner of Corrections or their designees.

PROGRAM: The statute authorizing the Children's Residential Treatment Committee was amended by the First Regular Session of the Maine Legislature. The Committee is responsible to develop overall state policies for placement of children in need of treatment in residential treatment centers. The Committee is charged to develop a plan to implement those policies and determine the number of children who need residential treatment services. The committee has worked in conjunction with the Residential Treatment Centers Advisory Group to develop a needs assessment format and rate setting regulations and contract procedures. The Committee recommends to the four departments a coordinated approach to residential treatment rate setting, contract development and program management.

PUBLICATIONS:

Regulations Relating to Rate Determination and Contract Development for Children Placed in Residential Treatment Centers. (free)

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

BOARD OF THE MAINE CHILDREN'S TRUST FUND

RAYMOND COOK, EXECUTIVE DIRECTOR

Central Office: 160 Capitol St., Augusta
Mail Address: 160 Capitol St., Augusta, Maine 04330

Telephone: 289-2044

Established: September 19, 1985

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 175; *Citation:* 22 M.R.S.A., Section 4083

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of the Maine Children's Trust Fund is to provide an opportunity for Maine citizens to make voluntary contributions, through an income tax checkoff and direct donations, for funding of programs designed to prevent abuse, neglect and mental illness among Maine children, and to promote and support the development of these programs in communities throughout the state.

ORGANIZATION: The Board of the Maine Children's Trust Fund consists of 9 public members appointed by the Governor for terms of 3 years. The public members shall, as far as practicable, be representative of the following groups: parents; business and labor; the legal community; the religious community; and providers of child abuse and neglect prevention services. The Governor annually appoints one of the public members to serve as chairman.

PROGRAM: The Maine CTF's efforts to achieve its purpose can be divided into four categories: Fund-Raising; Prevention Grants; Public Awareness/Education; and Child and Family Programs and Policies.

Fund-Raising: In order to carry out its purpose, Maine CTF must encourage voluntary contributions through its checkoff on the state income tax form, direct donations, and other fund-raising mechanisms. An average of \$16,000 per year is invested in print materials (posters, tent cards, etc.), and television and radio public service announcements from the Maine CTF operating budget. In addition, Maine's largest tax-preparer and one of Maine's largest banks contribute significantly to these efforts through in-kind donations of staff time, materials, and display space. Despite these efforts, Maine CTF has not escaped the 3-year decline in donations to all checkoffs on the Maine tax form ('87, '88, '89). Other activities have helped make up for some of the decline. In December '89 a benefit art auction, organized and run largely by volunteers, resulted in over \$6,000 raised for Maine CTF through the sale of over fifty art works donated by artists from the Augusta area. A direct mail solicitation, paid for by our bank sponsor and sent to 12,000 teachers and other professionals, resulted in over \$1,000 in direct donations. It also had a very positive side effect, resulting in students of teachers who had received the direct mail raising nearly \$2,000 in additional donations.

Prevention Grants. Maine CTF assigns top priority for its grants to programs which provide for the primary prevention of abuse, neglect and mental illness among Maine children. Primary prevention is defined by the National Committee for Prevention of Child Abuse as follows:

Primary Prevention is taking measures to keep child abuse from happening **before it has ever occurred.** The key aspects of primary prevention efforts are:

- It is offered to all members of a population;
- It is voluntary;
- It attempts to influence societal factors which impact on parents and children; and
- It seeks to promote positive family functioning rather than to just prevent problems.

In 1988, thirty-nine programs were awarded prevention grants totaling \$45,476. Over 7,000 parents, children, teachers, and child care professionals received services and/or participated directly in these programs by the end of their grant year.

In 1989, forty-three programs were awarded a total of \$62,411. More than 35,000 Maine parents, children, teachers, and other professionals were served and/or participated in these programs.

In January, 1990, forty-eight grants, totalling \$62,063 were awarded. These programs estimated reaching as many as 38,000 parents, children, teachers and other professionals. Seventeen of these programs will provide family support and parenting education; eleven are intended to enhance self-esteem and build basics skills of children; seventeen will conduct prevention education and public awareness activities; and three are designed to help decision-makers (employers, local and state officials) to improve conditions for families.

CHILDREN'S TRUST FUND

Maine CTF has developed a strong collaborative relationship with Maine's 16 County Child Abuse and Neglect Councils in order to assure the best possible use of our grant funds throughout the state. The Councils encourage programs in their communities to develop primary prevention activities or services and, where appropriate, to apply for Maine CTF funds.

Public Awareness/Education: Each of the sixteen County Child Abuse and Neglect Councils is awarded a grant of \$300 from Maine CTF for public awareness/education programming in their areas. In addition one grant of \$1,000 was awarded for '89-'90 to increase the statewide distribution of a magazine to assist parents in communicating with their children.

Maine CTF also continues to publish a quarterly newsletter describing child abuse and neglect prevention programs and activities in Maine. About 1,500 individuals and agencies are now on the mailing list.

Although its primary purpose is to raise funds for our prevention program grants, our annual tax checkoff campaign also raises public awareness of child abuse prevention. Over 20,000 printed campaign items and hundreds of radio and television messages invited Mainers to "Help change the face of child abuse in Maine" during our 1990 campaign. These messages were distributed by Child Abuse Councils, children's advocacy groups, tax preparers, banks, state agencies, and TV and radio stations.

Awareness/education can also be achieved by identifying and providing recognition for individuals and organizations that make exemplary efforts in, or contributions to a field. Maine CTF held its Second Blaine House Tea to Recognize Exemplary Efforts in the Primary Prevention of Child Abuse and Neglect in December, 1989. Awards were presented to two local police departments, an individual volunteer, a major paper company, a television station, and University of Maine Cooperative Extension.

Finally, Maine CTF offers presentations on family support and child abuse prevention to civic and professional groups and the media throughout the state.

Child and Family Programs and Policies. Maine CTF reviews state and federal legislation for potential impact on children and families, participates in state, regional, and national organizations which address government and social policies affecting children and families, and whenever possible, makes recommendations to the Governor, the Legislature, and other policymakers to increase or improve child abuse prevention resources in Maine.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF THE MAINE CHILDREN'S TRUST FUND	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	32,417		32,417			
Health Benefits	1,829		1,829			
Retirement	7,793		7,793			
Other Fringe Benefits	598		598			
Other Contractual Service	27,513		23,988		3,525	
Rents	4,680		4,680			
Commodities	361		287			74
Grants—Subsidies—Pensions	54,291		12,131		42,160	
Transfers to Other Funds	1,345		1,282			63
TOTAL EXPENDITURES	130,827		85,005		45,822	

MAINE ADVISORY COMMITTEE ON CHILDREN WITH SPECIAL NEEDS

JANE WEIL, CHAIRPERSON

Central Office: Room 411, State Office Building, Augusta
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Telephone: 289-4250

Established: September 19, 1985

Reference: Policy Area: 03; Umbrella: 92; Unit: 482; Citation: 34B M.R.S.A., 6241

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To act in an advisory capacity to the Commissioner of the Department of Mental Health and Mental Retardation, and to the Director of the Bureau of Children with Special Needs, in assessing programs, planning future activities and developing the means to meet the needs of children in need of treatment and their families.

ORGANIZATION: The committee shall consist of 15 members appointed by the Governor, with due consideration given in the appointments to including parents or relatives of children in need of treatment, providers of service to these children and representatives of state agencies concerned with children.

The chairperson is named by the Governor and members shall serve for staggered three year terms.

PROGRAM: The Committee meets monthly, except during July and August. During the past year, the Committee assisted the Bureau in reviewing and disseminating a proposed "initiative" regarding potential use of \$2.4 million in bond issue funds to expand residential facilities for children in need of treatment. The Committee also monitored legislation related to children's services and—as appropriate—provided information to the commissioner and the legislature on significant proposals related to programs or funding.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$3,000 in FY90 and are, by administrative decision, included with those of Bureau of Children with Special Needs.

CITIZENS' FORESTRY ADVISORY COUNCIL

HOWARD SPENCER, CHAIRMAN

Central Office: Augusta

Telephone: 289-2791

Mail Address: Statehouse Station #22, Augusta, Maine 04333

Established: September 19, 1985

Reference: Policy Area: 05; Umbrella: 92; Unit: 177; Citation: 12 M.R.S.A., Section 5101B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Citizens' Forestry Advisory Council advises the Director, Bureau of Forestry on all aspects of the Forests For the Future Program, and to review all interim and final products of the program. The CFAC serves as the link between the public and the Forests For the Future Program.

ORGANIZATION: The seven members of the Council are appointed to five-year terms by the Governor and approved by the Legislature. A chairman is elected by the Council.

PROGRAM: The Citizens' Forestry Advisory Council meets periodically to review documents, discuss issues, and to gather public input. During fiscal year 1990 the Council held four business meetings to review reports and other work efforts of the Forests for the Future Program.

PUBLICATIONS:

Forests for the Future Program—Creating a Forest Policy for the State of Maine. Brochure. Free. Available on request.

Annual Progress Report for the Forests for the Future Program and the Citizens' Forestry Advisory Council. Free. Available on request.

The Forests of Maine—Yesterday, Today, Tomorrow. Information Digest on the Forests of Maine. Free. Available on request.

Report on the Demand for Forest Products in Maine. Free. Available on request.

Forest for the Future—A Report on Maine's Forest to the Legislature, the Governor and the People of Maine. Free. Available on request.

Clearcutting as a Management Practice in Maine Forests. Free. Available on request.

Annual Report for 1989—Forest For the Future Program, Department of Conservation and the Citizen's Forestry Advisory Council.

The Use and Potential Impact of Forestry Herbicides in Maine. Free. Available on request.

Summary of the Use and Potential Impact of Forestry Herbicides in Maine. Free. Available on request.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

CIVIL AIR PATROL

COLONEL ROBERT J. BENDER, SR., WING COMMANDER

LT. COL. ROLAND BOURGOIN, Vice Commander

Central Office: Naval Reserve Center, Augusta; *Floor:* 2

Mail Address: P.O. Box 310, Gardiner, Maine 04345

Established: 1941

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 301

Average Count—All Positions: 0

Telephone: 207-622-7722

or, 207-582-8700

Sunset Review: Not Established

Legislative Count: 0

Organizational Units:

A. Wing Headquarters—Augusta, Maine

B. Subordinate Units:

1. Auburn Composite Squadron—Auburn
2. Augusta-Gardiner Composite Squadron—Augusta
3. Bangor-Brewer Composite Squadron—Bangor
4. Mid-Coast Composite Squadron—Brunswick
5. Caribou Composite Squadron—Presque Isle
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Trenton
8. Cumberland County Composite Squadron—South Portland
9. Pinetree Senior Squadron—Auburn
10. Waterville Composite Squadron—Waterville
11. St. Croix Composite Squadron—Calais

PURPOSE: The Civil Air Patrol (CAP) provides an organization to aid United States citizens through the voluntary contribution of their efforts, services and resources for the maintenance of aerospace supremacy and to assist in meeting local, state and national emergencies, particularly air search and rescue. To accomplish the purposes for which it was chartered, CAP:

(1) Conducts a continuous nationwide internal and external program of aerospace education, including the coordination of workshops conducted at local schools, colleges and universities.

(2) Conducts a comprehensive cadet program, including an International Air Cadet Exchange, special activities, and supervision of encampments at Air Force installations.

(3) Maintains an emergency services capability to meet the requests of the Air Force and state and local officials for search and rescue, disaster relief, and other support missions.

(4) Conducts a comprehensive Senior Training Program to provide qualified personnel at all levels of CAP.

(5) Assists local, state, and other Federal agencies in emergency operations.

(6) Conducts a flight management program for assigned aircrew members and manages an aircraft maintenance program for corporate owned aircraft.

(7) Maintains a nationwide communications capability to support emergency services operations and to conduct official CAP business.

ORGANIZATION: The Civil Air Patrol (CAP) is the official auxiliary of the U.S. Air Force, and is a nonprofit corporation which functions in accordance with its constitution, bylaws, regulations, and other directives issued by its National Headquarters. It was formed on December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became an auxiliary of the United States Air Force. The Secretary of the Air Force has been given authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of noncombat missions of the Air Force.

The Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of a wing headquarters unit and all subordinate units within geographical boundaries of a state. Wing Commanders are appointed by the National Headquarters and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of

CIVIL AIR PATROL

three seniors to meet supervisory, administrative and training requirements; and Composite Squadrons, composed of both senior and cadet members conducting both senior and cadet programs.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the Naval Reserve Center, Capital Park, with a field organization consisting of eleven squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other equipment to organize, plan and conduct air search operations and other support missions on a local or state-wide basis.

During search missions a mobile command post may be established in a forward operating area to provide on-scene control of mission personnel and resources.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of three thousand eight hundred hours searching the state. Every aircraft flying is required to have an Emergency Locator Transmitter (ELT) beacon aboard. When one of these transmits because of a crash, malfunction or human error it is necessary to dispatch search aircraft or ground ELT search teams to locate the signal source because it is being transmitted on a distress frequency. Maine Wing aircraft located several non-distress aircraft by means of ELT signals and were also involved in six missing aircraft search efforts during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, and one Lake Amphibian, Bar Harbor—one Cessna 172, Presque Isle—one Cessna 172, Wiscasset—one Cessna 182, Portland—one Cessna 182.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range communications networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. A flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained insight into the U.S. Air Force by attending a week long encampment at Loring Air Force Base, Maine during the summer.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Bookstore," National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1990: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to \$25,000 in FY90, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

CIVIL SERVICE APPEALS BOARD

STATE CIVIL SERVICE APPEALS BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4

Mail Address: Statehouse Sta. #74, Augusta, Maine 04333

Telephone: 289-4505 (Voice)

289-4537 (TDD)

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; Umbrella: 94; Unit: 388; Citation: 5 M.R.S.A., Sect. 7081

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Civil Service Appeals Board is established to mediate grievances and disputes and to hear and resolve classification appeals which are filed by employees of the State who are excluded from the collective bargaining process pursuant to 26 MRSA, §§979 and 1021 to 1034.

ORGANIZATION: On July 1, 1986, the State Civil Service Appeals Board was established to perform grievance and appeal functions formerly performed by the State Personnel Board. The Board consists of 5 members of the public who have experience in personnel management or labor relations. Appointments to the Board are made by the Governor with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Board as a chairman. Each appointment is for a term of four years until a successor has been appointed and qualified.

PROGRAM: The Appeals Board met eight (8) times during FY '90. Eight (8) meetings were held to hear and decide appeal cases. Four (4) appeal cases involved the denial of reclassification actions initiated by employees, and one appeal case involved disciplinary action.

PUBLICATIONS:

State Civil Service Appeals Board Procedures for Appeal (free). May be obtained through the Bureau of Human Resources.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Office of The Commissioner.

COMMUNITY SERVICES ADVISORY BOARD

JUDITH A. FROST, CHAIRPERSON

Central Office: Hallowell, Maine

Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: December 1983

Reference: Policy Area: 00; Umbrella: 92; Unit: 462; Citation: 5 M.R.S.A., Sect. 3517

Average Count—All Positions: 0

Telephone: 289-3771

Sunset Review: Not Established

Legislative Count: 0

PURPOSE: The purpose of the Community Services Advisory Board is to advise the Governor, the Legislature and the Director of the Division of Community Services on programs and policies relative to the Maine Community Services Act.

ORGANIZATION: The Community Services Advisory Board was established in 1983. It consists of 12 members: one member of the House of Representatives appointed by the Speaker of the House; one member of the Senate appointed by the President of the Senate; the Director of the Division of Community Services to serve ex-officio and 9 members appointed by the Governor in the following categories: an executive director of a community action agency, an elected official from one of the municipalities which act as local program operators, 2 representatives from board of directors of community action agencies, 2 recipients of assistance or service from a sub-grantee of the Division of Community Services and 3 members from the general public.

PROGRAM: The Advisory Board met 3 times during fiscal year 1990. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation on issues important to low-income citizens. This year, members are co-sponsoring with the Maine Community Action Association the first annual Community Action Association Conference to be held September 1990.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are included with those of the Division of Community Services.

CONSERVATION

DEPARTMENT OF CONSERVATION

C. EDWIN MEADOWS, JR., COMMISSIONER

SUSAN J. BELL, Deputy Commissioner

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3

Telephone: 289-4900

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 056; Citation: 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 577.5

Legislative Count: 306.55

Organizational Units:

Division of Planning and

Program Services

Administrative Services Division

Land Use Regulation Commission

Bureau of Public Lands

Coastal Island Registry

Bureau of Forestry

(AKA Maine Forest Service)

Maine Conservation Corps, SERVE/Maine

Bureau of Parks and Recreation

Maine Geological Survey

Division of Engineering and Realty

Maine Rivers Program

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into three major divisions, the Division of Planning and Program Services, the Division of Administrative Services and the Division of Engineering and Realty.

The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, SERVE/Maine, Geographic Information System, the growth management review process, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides various support services including personnel, payroll, budget, audit, accounting, bookkeeping, Vehicle Rental Agency, telecommunications and computer systems analysis.

The Division of Engineering and Realty provides professional services for the bureaus of the Department of Conservation.

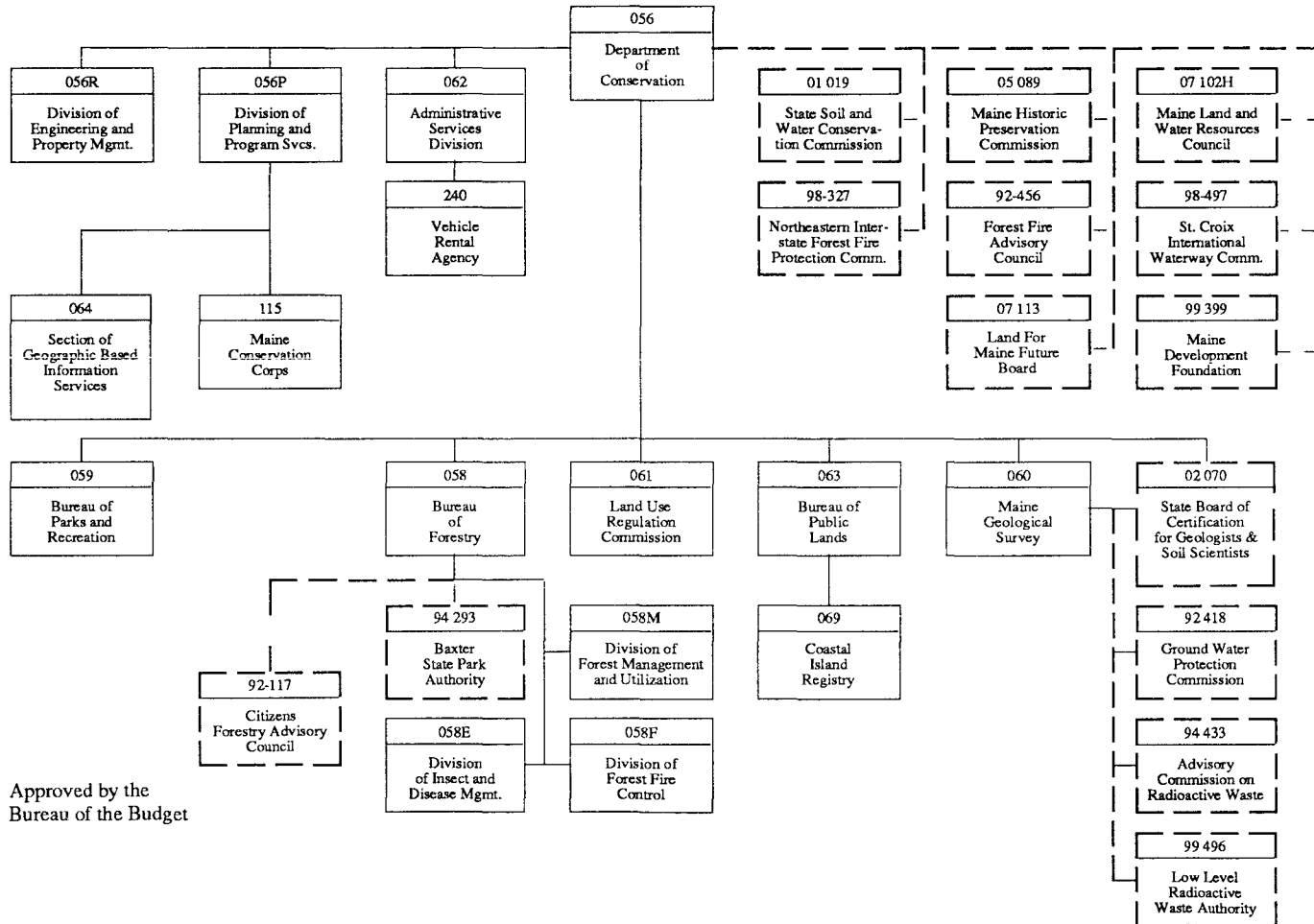
PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

PUBLICATIONS:

Listed separately by the Department's organizational units.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART DEPARTMENT OF CONSERVATION UMB 04



CONSERVATION

Approved by the
Bureau of the Budget

CONSERVATION

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,158,648	9,502,189	1,415,519		190,157	50,783
Health Benefits	1,010,100	837,167	148,798		18,309	5,826
Retirement	2,344,650	2,024,383	276,154		34,706	9,407
Other Fringe Benefits	114,208	99,462	12,069		2,369	308
Computer Services—Comm	4,956	3,607	689		660	
Computer Services—State	11,679	11,251	178		250	
Other Contractual Service	3,371,237	2,459,367	603,022		136,426	172,422
Rents	350,741	277,619	49,817		6,158	17,147
Commodities	589,158	400,798	86,961		22,155	79,244
Grants—Subsidies—Pensions	1,675,413	588,205	1,050,945		26,908	9,355
Purchases of Land	3,503		1,703			1,800
Buildings and Improvement	206,833	195,984	10,849			
Equipment	1,469,234	823,886	555,983		82,845	6,520
Interest—Debt Retirement	2,162	1,959	169		13	21
Transfers to Other Funds	144,648		102,601		15,287	26,760
TOTAL EXPENDITURES	22,457,170	17,225,877	4,315,457		536,243	379,593

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	59,723	56,622	3,101			
Health Benefits	5,658	5,631	27			
Retirement	13,296	12,692	604			
Other Fringe Benefits	215	190	25			
Other Contractual Service	308,908	229,812	1,825			77,271
Rents	8,935	1,335				7,600
Commodities	1,113	895	186			32
Grants—Subsidies—Pensions	319	319				
Purchases of Land	1,800					1,800
Buildings and Improvement	63,902	63,902				
Equipment	21,484	14,964				6,520
Interest—Debt Retirement	326	326				
Transfers to Other Funds	298		298			
TOTAL EXPENDITURES	485,977	386,688	6,066			93,223

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

HARTLEY J. LA DUKE, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta

Telephone: 289-2211

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 062; Citation: 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 29.5

Legislative Count: 22.5

PURPOSE: Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory recordkeeping, information automation; personnel and labor relations including organization and staff development, position classification, payroll, workers' compensation administration, safety and training. The Division is also responsible for the Vehicle Rental Agency, which is described in its own report section.

ORGANIZATION: The Administrative Services Division is composed of four functional units: Personnel and Labor Relations; Fiscal and Accounting; Business Management; and the Vehicle Rental Agency.

PROGRAM: The Division of Administrative Services provides central department administration and management for financial, personnel, administrative and technical procedures in conformance with state and federal requirements. It also provides administrative and technical support services to the Department's Bureaus and programs and assists with department initiatives such as the development of a department-wide safety program and increased use of office information systems.

In FY 90 the division successfully completed extensive training in the new MFASIS computer system and successfully completed the transition of accounting, payroll and personnel systems to MFASIS. We continued to guide the upgrade of computer hardware and software to enable department bureaus to form a department network. This will be accomplished in FY 91.

In FY 90 we also established policy committees on vehicle use, uniforms and computers.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	683,934	556,723	101,361		25,850	
Health Benefits	58,732	46,420	9,926		2,386	
Retirement	143,369	118,421	19,730		5,218	
Other Fringe Benefits	6,732	5,419	854		459	
Computer Services—Comm	597	597				
Computer Services—State	9,655	9,655				
Other Contractual Service	126,765	53,745	73,020			
Rents	5,484	5,484				
Commodities	14,265	13,323	942			
Grants—Subsidies—Pensions	6,922	6,815	107			
Equipment	10,608	10,608				
Interest—Debt Retirement	4	4				
Transfers to Other Funds	18,535		15,000		3,535	
TOTAL EXPENDITURES	1,085,602	827,214	220,940		37,448	

CONSERVATION

COASTAL ISLAND REGISTRY

JEANNE KANNEGIESER

Central Office: Harlow Building, A.M.H.I.

Telephone: 289-3061

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 5, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 069; Citation: 33 M.R.S.A., Sect. 1203

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Public Lands.)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Lands.

MAINE CONSERVATION CORPS

KENNETH SPALDING, DIRECTOR

Central Office: Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Station #22, Augusta, Maine 04333

Established: December 1983

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 115; Citation: 12 M.R.S.A., Sect. 5151

Legislative Count: 2

PURPOSE: The Maine Conservation Corps is responsible for creating employment and training opportunities for Maine's economically disadvantaged and unemployed on projects which improve and enhance public property and resources, or which improve property owned by private non-profit organizations if the conservation work accomplished is for a valid public purpose. The program is designed to achieve its purpose by working cooperatively and sharing staffing and funding resources with funded job training agencies and public or private non-profit land managing agencies. A second program of the Maine Conservation Corps. SERVE/Maine, has no eligibility requirements. The SERVE/Maine program develops volunteer opportunities in conservation related public agencies and recruits and places volunteers in those positions.

ORGANIZATION: The Maine Conservation Corps is a unit within the Division of Planning and Program Services, Department of Conservation. The unit is staffed by one full-time, year-round Director and one full-time, year-round Coordinator of SERVE/Maine. Seasonal project staff and volunteers are utilized as required to accomplish work projects.

The SERVE/Maine program is a subunit of the Maine Conservation Corps. SERVE/Maine works with natural resource related public agencies to develop volunteer and intern opportunities and recruit people for these projects.

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PROGRAM: The Maine Conservation Corps operated 32 projects which employed 135 corpsmembers. Generally, the corpsmembers were employed 32 hours per week for 8 weeks. Twenty-five of the projects were undertaken during the summer months. Corpsmembers were all economically disadvantaged and were joint clients of local agencies funded under the federal Job Training Partnership Act (JTPA). This year, 35,207 hours of labor were performed on projects with the Bureau of Parks and Recreation, Maine Forest Service, Bureau of Public Lands, Department of Inland Fisheries and Wildlife, Baxter State Park, Roosevelt-Campobello International Park, St. Croix International Waterway Commission, Committee of Youth Organization of the USSR, U.S. Forest Service, Wells National Estuarine Research Reserve, U.S. Veterans Administration, Yellowstone National Park, Maine Appalachian Trail Club, Maine Audubon Society, Pine Tree State Arboretum, Saco River Recreational Council, Community Employment Project, Baxter School for the Deaf, Moosehead Region Chamber of Commerce, Thomcrag Bird Sanctuary, and the municipalities of Lewiston, Auburn, Eastport, Waterville, Bridgton, Scarborough and Waterboro.

The SERVE/Maine volunteer program completed its fifth year. During the year 414 volunteers contributed 23,573 hours to 17 public natural resource agencies through SERVE/Maine. The direct net value of contributed labor, materials and expenses totaled more than \$125,000.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CONSERVATION CORPS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,591	84,024	1,367			
Health Benefits	5,492	5,584	-92			
Retirement	16,555	16,289	266			
Other Fringe Benefits	925	905	20			
Other Contractual Service	101,731	35,369	66,362			
Rents	522	224	298			
Commodities	8,362	7,808	554			
Grants—Subsidies—Pensions	31,947	29,169	2,778			
Equipment	540	540				
Transfers to Other Funds	2,075		2,075			
TOTAL EXPENDITURES	253,540	179,912	73,628			

DIVISION OF ENGINEERING AND REALTY

FRED M. BARTLETT, DIRECTOR

Central Office: AMHI—Harlow Bldg., Augusta

Telephone: 289-4970

Mail Address: Statehouse Sta. #22, Augusta, Maine

Established: July 1, 1984

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 056R; Citation: 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 10

Legislative Count: 10

PURPOSE: The Division of Engineering and Realty is responsible for providing professional services to all Bureaus within the Department on all matters relating to engineering and realty.

ORGANIZATION: The Division of Engineering and Realty (formerly Real Property Management) was established by PL 1984, Chap. 824, Part A, effective July 1, 1984. This Division has two functional units: 1. Engineering and 2. Realty. The Engineering Section is staffed with professional engineers, a

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landscape architect, and building technicians. The Realty Section is staffed with an appraiser and a land surveyor.

PROGRAM: The Division designed and engineered some \$850,000 in repairs and minor capital improvements. Various market value appraisals were secured to support land purchases being negotiated including many parcels included in the Land for Maine's Future programs. Technical support was provided for the Public Lots exchanges and land sales, and numerous property line issues were resolved.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENGINEERING AND REALTY	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	273,638	273,638				
Health Benefits	22,939	22,939				
Retirement	53,332	53,332				
Other Fringe Benefits	937	937				
Other Contractual Service	12,614	12,614				
Rents	6,674	6,674				
Commodities	1,809	1,809				
TOTAL EXPENDITURES	371,943	371,943				

DIVISION OF FOREST FIRE CONTROL

THOMAS PARENT, ACTING SUPERVISOR

Central Office: AMHI, Harlow Bldg., Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2791

Established: 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 058F; Citation: 12 M.R.S.A., Sect. 8901

Average Count—All Positions: 186

Legislative Count: 120

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 30 towers and 10 detection aircraft, (3) presuppression—training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the Office of Forest Commissioner was established resulting from action by the Legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for all forest fire control over the entire State. The Department of Conservation was established in 1973 and the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation. Fire Control was assigned to the Bureau as the Division of Forest Fire Control.

PROGRAM: The goal of the Division is to keep the annual acreage burned to less than .02% (3500 acres) of the total acreage of the State and hold annual fire occurrence to 59 fires per million acres protected (1,000 fires). During 1989 there were 651 forest fires burning 2404 acres.

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Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Division personnel.

Many hours of training, both in-service and with volunteer and municipal groups, was conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, and industry personnel in forest fire suppression techniques. Specially trained and equipped fire overhead teams were trained and maintained.

All Forest Rangers were trained in the Basic Conservation Officer Academy; a Code of Conduct was adopted; entry level requirements for rangers are being upgraded to reflect the present ranger job; and the Incident Command System was adopted as the system of operation on large fires.

LICENSES, PERMITS, ETC.:

Permits:

Burning Permits

Appointments:

Town Wardens

General Deputies

PUBLICATIONS:

Forest Fire Prevention Materials—varies according to annual theme

Posters

Pamphlets

Smokey Bear Kits

(All Free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,504,917	3,470,325			34,592	
Health Benefits	354,444	350,726			3,718	
Retirement	863,443	857,672			5,771	
Other Fringe Benefits	42,793	42,284			509	
Computer Services—Comm.	750	750				
Computer Services—State	218	218				
Other Contractual Service	1,082,684	1,061,318			21,366	
Rents	128,834	128,834				
Commodities	228,290	209,186			19,104	
Grants—Subsidies—Pensions	267,729	243,681			24,048	
Buildings and Improvement	129,157	127,579	1,578			
Equipment	340,082	266,542			73,540	
Interest—Debt Retirement	1,031	1,031				
Transfers to Other Funds	2,517		5		2,512	
TOTAL EXPENDITURES	6,946,889	6,760,146	1,583		185,160	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

GEORGE BOURASSA, DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-2791

Established: 1947

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 058M; Citation: 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 31.5

Legislative Count: 30

PURPOSE: The primary functions of the Division of Forest Management and Utilization are to (1) provide technical assistance to forest owners to properly manage their woodlands; (2) provide assistance to forest product operators and wood using mills for product marketing and utilization; (3) provide technical assistance to municipalities on care and maintenance of shade trees; (4) assist in administration and enforcement of forest practices act. Technical assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

ORGANIZATION: The Division of Forest Management and Utilization has three components—field foresters, utilization and marketing section and administrative staff. The division director reports to the State Forester.

PROGRAM: During FY 90, foresters provided technical and educational assistance to 1428 private non-industrial forest owners. Included were recommendations for timber harvest, timber stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine, schools, and state and federal agencies. The following accomplishments were obtained: 2,955 acres timber stand improvement, 1,127 acres reforestation, 233 forest management plans involving 20,038 acres and 188 referrals to private consulting foresters. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by staff foresters to forest land owners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs for timber stand improvement work and reforestation.

The Division also provided technical assistance to many Maine saw mills, provided marketing advice to Maine landowners, loggers and mills, assisted the State Development Office and entrepreneurs with Industrial Development and wood exports, and published the timber cut report, stumpage and mill delivered prices, primary processors list, logger list, six issues of the primary processor and loggers newsletters, several special marketing bulletins, and organized several special projects and seminars relating to wood utilization and marketing.

Foresters assisted in the planting of 891,400 seedlings.

A survey of producers of wood chips for energy plants was conducted and a residual tree damage study is underway. A video of a cedar shingle producing mill in Maine is being developed.

Durham Memorial Forest in Lincolnville, managed by the division, provides two scholarships for a scholarship fund at the University of Maine.

Foresters prepared and staffed exhibits at four county fairs and two statewide shows.

Division staff is working with other DOC personnel to implement the Maine Forest Practices Act.

PUBLICATIONS:

Forest Trees of Maine — \$1.00

Factors to Consider When Buying Woodland as an Investment — free

Boundary Information Sheet — free

Weeding Young Forests — free

The Profit in Pruning — free

Biomass Harvesting & Whole Tree Chipping — free

Management of a Forest Tree Plantation — free

Laws Relating to the Forest Lands of Maine — free

CONSERVATION

Foresters Assisting Landowners in Maine — free
 Tree Pruning Information — free
 Suggested Timber Sale Agreement — free
 Maine Primary Forest Products Manufacturers — free
 Mill-Delivered Price List (twice a year) — free
 Stumpage Price List (twice a year) — free
 Maine Logging Firms — free
 Industrial Financing in Maine, Where to Go — free
 An Analysis of Maine's Wood Labor Force — free
 Analysis and Interpretation of Statistical Tables Derived from the 3rd Forest Survey of
 Maine — free
 Maine's Forest Products Transportation System — free
 Maine's Forest—A New Horizon — free
 Whole Tree Chipping Operations—Survey and Report — free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST MANAGEMENT AND UTILIZATION	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	509,565	470,011			37,046	2,508
Health Benefits	46,786	41,538			4,099	1,149
Retirement	101,377	94,225			7,152	
Other Fringe Benefits	4,349	3,961			388	
Computer Services—Comm	1,109	1,109				
Computer Services—State	801	801				
Other Contractual Service	202,725	139,700			53,230	9,795
Rents	14,803	14,370			350	83
Commodities	96,694	25,042			835	70,817
Grants—Subsidies—Pensions	14,463	2,133			2,975	9,355
Equipment	92,755	91,555			1,200	
Interest—Debt Retirement	40	39			1	
Transfers to Other Funds	8,608				2,120	6,488
TOTAL EXPENDITURES	1,094,075	884,484			109,396	100,195

BUREAU OF FORESTRY (also known as MAINE FOREST SERVICE)

JOHN H. CASHWELL, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 058; Citation: 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 4

Legislative Count: 2

Organizational Units:

Division of Forest Management
and Utilization

Division of Insect and Disease Management
Division of Policy, Planning and Information

Division of Forest Fire Control

PURPOSE: The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are: to encourage and promote

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appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners; to produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies; to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 4 functional divisions. They are Forest Fire Control, Forest Management and Utilization, and Insect and Disease Management. Each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Director's office coordinates Bureau information and education activities, planning responsibilities, budget preparation, and legislative and grant proposals.

The environmental education program "Project Learning Tree" is co-sponsored by the Bureau.

LICENSES, PERMITS, ETC.:

Permit:

- Campfire (Unorganized Territories)
- Gypsy Moth Quarantine
- Open Burning of Slash and Debris

PUBLICATIONS:

Project Learning Tree Activity Guides: provided by Project Learning Tree, an environmental education program designed for teachers and other educators working with students in kindergarten through grade 12. (free through on-site workshop)

Opportunities for Exporting Hardwood Pulp Chips from Maine to the Far East

Opportunities for Exporting Softwood Lumber from Maine to the Far East

Opportunities for Exporting Softwood Lumber from Maine to the European Community

Other publications are listed by Division

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	95,517	69,999			25,518	
Health Benefits	9,853	6,737			3,116	
Retirement	20,892	15,918			4,974	
Other Fringe Benefits	1,711	1,360			351	
Computer Services—State	108				108	
Other Contractual Service	21,492	11,647			9,845	
Rents	691	582			109	
Commodities	952	685			267	
Equipment	4,810				4,810	
Interest—Debt Retirement	7	7				
Transfers to Other Funds	937				937	
TOTAL EXPENDITURES	156,970	106,935			50,035	

GEOGRAPHIC INFORMATION SERVICES

DANIEL H. WALTERS, Administrator

Central Office: Augusta

Telephone: 289-3897

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 064; Citation: 12 M.R.S.A., 1752

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Geographic Information Services (GIS) was established to provide services, such as:

1. Digitizing geographic data;
2. Analysis and manipulation of geographic data;
3. Storage and retrieval of geographic data;
4. Plotting of graphical and printing of tabular geographic data;
5. Production of tables and estimates; and
6. Data processing activities limited to provision of geographic based information.

ORGANIZATION: The GIS is located organizationally at the Department level as part of Planning and Program Services. The administrator reports directly to the Deputy Commissioner.

PROGRAM: During FY 90 GIS moved into a new facility composed of 5 graphics workstations, 2 digitizers, and a plotter which are networked to a host/file server. The computers use ESRI's ARC/INFO GIS software. Ten state professionals representing 8 agencies were trained to use the facility's hardware and software during a two week session taught by ESRI instructors. Training has continued on an informal basis adding to the Maine's expertise in GIS.

The facility hosted and technically supported the following GIS projects: 1) waste products utilization, 2) Fore River GIS database development, 3) Foundation for Casco Bay GIS, 4) Allagash Wilderness Waterway visible area program, 5) permit review and assessment of environmental impact of mining in Lower Enchanted Township, and 6) quality checking statewide 1:100,000 scale USGS digital basemaps for entry into Maine GIS database.

GIS staff developed a set of data standards for Maine GIS. The standards guide state agencies in the compilation, digitizing and documentation of maps used by agencies in daily operations. The objective is to develop a comprehensive and accurate Maine GIS database to improve the delivery of state products and services.

To this end, GIS initiated and is administering a multiagency contract to begin digitizing the 1:24,000 scale USGS basemap for Maine. The contract will yield digital GIS coverages of hydrology, transportation, political boundaries, and coastal features for 102 of the 709 USGS quadrangles covering Maine.

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PUBLICATIONS: Data Standards for Maine Geographic Information Systems, 1990. Free.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GEOGRAPHIC INFORMATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	49,660	49,660				
Health Benefits	4,010	4,010				
Retirement	10,663	10,663				
Other Fringe Benefits	494	494				
Computer Services—Comm.	45	45				
Computer Services—State	45	45				
Other Contractual Service	136,656	135,572				1,084
Rents	4,984	4,984				
Commodities	9,337	2,344				6,993
Equipment	180,473	180,473				
Interest—Debt Retirement	7	7				
Transfers to Other Funds	2,630					2,630
TOTAL EXPENDITURES	399,004	388,297				10,707

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building

Telephone: 289-2801

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 060; Citation: 12 M.R.S.A., Sect. 541

Average Count—All Positions: 24

Legislative Count: 19

Organizational Units:

Administration, Mineral & Technical
Services
Hydrogeology Division

Bedrock and Surficial Geology Division
Marine Geology Division
Earth Resources Information Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962 and, in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, it was again transferred and reestablished within the Department of Conservation.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Bedrock and Surficial Geology Division. This Division deals with the basic geologic mapping and

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interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a voluntary basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. The Division has completed a study of yield and water quality of significant aquifers in southern, central, and eastern Maine. The mapping is now in progress for Aroostook County. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues.

Earth Resources Information Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. A search for beach nourishment sources, dredge spoils disposal sites and ore minerals is being conducted on the sea floor with funding from the minerals management service. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to the Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for exploration, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Exploration permits and claim recording applications, as well as mining leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Exploration Permit
2. Claim Recording Certificates
3. Land Use Ruling
4. Mining Leases on State Land
5. Machinery and Explosives for Exploration

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, ground water, and wetlands map series (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps

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Reconnaissance Bedrock Geology Maps
 Sand and Gravel Aquifer Maps
 Coastal Marine Geologic Environments Maps
 Fresh-Water Wetlands Maps

Publications:

Bedrock Geologic Map of Maine, scale 1:500,000, compiled and edited by Philip H. Osberg, Arthur M. Hussey II, and Gary M. Boone. Price \$5.00
 Surficial Geologic Map of Maine, scale 1:500,000, compiled and edited by Woodrow B. Thompson and Harold W. Borns, Jr. Price \$4.50
 A Collector's Guide to Maine Mineral Localities, by W.B. Thompson and others. Price: \$8.00
 The Geology of Mount Desert Island—A Visitor's Guide to the Geology of Acadia National Park, by R.A. Gilman and others; 1988. Price: \$8.00
 Studies in Maine Geology, Volume 1-6, edited by R.D. Tucker and R.G. Marvinney; 1989 Price: \$10.00 per volume
 Neotectonics of Maine: Studies in Seismicity, Crustal Warping, and Sea-Level Change, edited by W.A. Anderson and H.W. Borns, Jr., 1989. Price: \$10.00 per volume

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	547,746	525,995			21,751	
Health Benefits	42,317	41,760			557	
Retirement	106,755	102,516			4,239	
Other Fringe Benefits	4,892	4,678			214	
Computer Services—Comm.	1,296	681			615	
Computer Services—State	418	276			142	
Other Contractual Service	224,990	184,862			40,128	
Rents	54,405	53,947			458	
Commodities	26,484	26,197			287	
Grants—Subsidies—Pensions	254,827	234,827	20,000			
Equipment	40,230	40,230				
Interest—Debt Retirement	1	1				
Transfers to Other Funds	4,589				4,589	
TOTAL EXPENDITURES	1,308,950	1,215,970	20,000		72,980	

DIVISION OF INSECT AND DISEASE MANAGEMENT

DAVID STRUBLE, DIRECTOR, STATE ENTOMOLOGIST

Central Office: AMHI, Harlow Bldg., Augusta

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1921

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 058E; Citation: 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 17.5

Legislative Count: 15

PURPOSE: The mission of the Division of I. & D.M. is to evaluate the actual and potential impact of forest and shade tree insects and diseases; to gather, analyze and report impact data, and to develop integrated pest management techniques. Additional responsibilities include providing technical assistance, implementing control actions when justified, and administering State and Federal laws pertaining to insect and disease quarantine. The State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

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ORGANIZATION: The Division of I. & D.M. originated in 1921 as the Division of Entomology for the purpose of protecting Maine's forest and shade trees from insects and diseases. The Director of the Maine Forest Service appoints the State Entomologist, who serves as Director of the Division of Insect and Disease Management. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects and diseases including their identification and control. The State Entomologist is also required to assist other departments working in this field.

PROGRAM: Survey of Maine's forests indicate that bark beetles are an increasing problem of the softwood resource. Trees killed by spruce beetle are apparent on more than 7,500 acres, and the infestation is still expanding. Although larch beetle is causing localized mortality throughout the state, survey results indicate less than 2% of the stems have been killed to date.

Damage caused by hemlock looper defoliation is increasingly apparent from the Penobscot River, east. Scattered stands of defoliated hemlock are evident around Sebago Lake. The extent of this problem is being evaluated.

The white pine blister rust control program conducted survey and coincident control on 25,700 acres of commercial white pine.

Gypsy moth defoliation was apparent on more than 34,000 acres of southern Maine during the 1989 field season. The I&DM Division has been working with affected towns, evaluating the extent of the problem and assisting local pest management efforts. We anticipate an increase in the extent of this pest in 1990.

As the DOC's representative on the State Lyme Disease Working Group, I & DM cooperated in monitoring the occurrence of the disease and its vectors. Over 100 specific tick identifications were directly driven by this effort. Since first recorded in Maine, only 8 cases of Lyme disease have been confirmed to have been contracted in Maine.

The Division monitored the health of sugar maples in western Maine as part of the Cooperative North American Maple Decline Project. Additionally, concerns for levels and trends in general forest health stimulated the cooperative New England Forest Health Monitoring program which serves as a prototype for a national monitoring system.

As a cooperative effort with the Northeast Forest Experiment Station, the Division conducted an intensive survey of forest succession following the uncontrolled spruce budworm outbreak in Baxter Park. Residual stand and regeneration data are being analyzed.

The Division provided identification and technical advice to the public and forest industry on a variety of pests of forests, home grounds and humans responding to over 1300 public requests for assistance. In 54 instances the Division provided assistance to municipalities. During the field season specific pest alerts and a periodic pest conditions newsletter were published and sent to interested parties. Also, I&DM personnel facilitated wood shipment relative to various quarantine restrictions, issuing 262 shipping permits and maintaining compliance agreements with local mills.

LICENSES, PERMITS, ETC.:

Gypsy Moth Quarantine Permits are issued to meet Canadian requirements for transporting logs from Maine to Canada.

Larch Canker Quarantine permits are issued or compliance agreements are negotiated to control the spread of European larch canker.

Hemlock Woolly Adelgid Quarantine compliance agreements are negotiated to control introduction of Hemlock Adelgid to Maine.

PUBLICATIONS:

Insect Primer

Field Book of Destructive Forest Insects

Planting and Care of Shade Trees

Insect and Disease Information and Control Sheets—various specific pests

Forest and Shade Tree Insect and Disease Conditions For Maine—Summary reports for 1986, 1987, 1988, 1989

The Forest Insect Survey of Maine—Order Hymenoptera, Order Diptera

European Larch Canker

Chemical Control of Balsam Gall Midge *Paradiptosis tumifex* (Diptera : Cecidomyiidae)

Efficacy of Selected Insecticides Against the White Pine Weevil (Coleoptera : Curculionidae)

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An Aerial Field Trial Evaluating Split Applications and New Formulations of *Bacillus thuringiensis* Against the Spruce Budworm, *Choristoneura fumiferana* of Maine

Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, 83/84, 84/85, and 85/86

Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981

Incidence of White Pine Blister Rust in Maine After 70 years of a Ribes Eradication Program

An Economic Assessment of the White Pine Blister Rust Control Program in Maine.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF INSECT AND DISEASE MANAGEMENT	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	465,507	420,107			45,400	
Health Benefits	45,645	41,212			4,433	
Retirement	88,186	80,834			7,352	
Other Fringe Benefits	4,024	3,576			448	
Computer Services—Comm	470	425			45	
Computer Services—State	90	90				
Other Contractual Service	79,874	68,467			11,407	
Rents	9,175	3,934			5,241	
Commodities	15,302	13,640			1,662	
Grants—Subsidies—Pensions	79	79				
Equipment	26,723	23,428			3,295	
Interest—Debt Retirement	32	20			12	
Transfers to Other Funds	1,548				1,548	
TOTAL EXPENDITURES	736,655	655,812			80,843	

MAINE LAND USE REGULATION COMMISSION

DAVID BOULTER, DIRECTOR

Incoming WATS Line: 1-800-452-8711

Central Office: AMHI—Harlow Building

Telephone: 289-2631

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 1, 1969

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 061; Citation: 12 M.R.S.A., Sect. 683

Average Count—All Positions: 31.5

Legislative Count: 31.5

PURPOSE: The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for areas of Maine which lacked local governments empowered to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

ORGANIZATION: The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

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PROGRAM: In FY 1989, while the Commission conducted a normal business agenda and handled a significantly increased number of permit applications over previous years, it continued efforts to: (1) streamline the Commission's permitting process; (2) plan for policies toward protecting lakes with unusual natural values and guiding development to those lakes which are suitable for it; (3) improve its enforcement, education and compliance programs. It continued the review and revision of its Comprehensive Land Use Plan, and began to implement a management study which recommended additional resources to better equip it to deal with its ever-increasing workload.

LICENSES, PERMITS, ETC.:

Permits: (Plantations and Unorganized Townships):

- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extensions
- Hydropower Projects
- Advisory Rulings

PUBLICATIONS*:

Subdividing in the Wildlands of Maine	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine—1983	No Charge
Statutes Administered by LURC	No Charge
Land Use Districts and Standards	No Charge
Land Use Handbook	
Section 3, Maine Land Use Regulation Commission	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit	No Charge
Section 5, Design Ideas	No Charge
Section 6, Erosion Control on Logging Jobs	No Charge
Section 6, Erosion Control on Logging Jobs (French Version)	No Charge

*No charge for individual copies; nominal charge for multiple copies

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	666,750	666,750				
Health Benefits	63,665	63,665				
Retirement	128,742	128,742				
Other Fringe Benefits	7,990	7,990				
Other Contractual Service	206,653	206,653	1			
Rents	46,210	46,210				
Commodities	21,640	21,640				
Grants—Subsidies—Pensions	195	195				
Equipment	72,710	72,710				
TOTAL EXPENDITURES	1,214,555	1,214,554	1			

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BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1

Telephone: 289-3821

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: April 5, 1935

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 059; Citation: 12 M.R.S.A., Sect. 602

Average Count—All Positions: 189

Legislative Count: 50.5

Organizational Units:

Division of Operations and Maintenance
Boating Facilities Division
Maine Rivers Program

Division of Planning and Research
Off-Road Vehicle Division

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and historic sites; to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles and all-terrain vehicles; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; to mark the waters of the State for hazards or remove same; and to manage the Penobscot Corridor.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation.

PROGRAM:

Director's Office. The Director's office, consisting of the director and resource administrator, oversaw the activities of all the agency's divisions, formulated Bureau policy, coordinated finances, administered land transactions, prepared legislative testimony, and appeared at public hearings. The director also served as senior staff to the Land for Maine's Future Board. In this capacity, the director was lead negotiator for Bureau acquisitions at Shackford Head (Eastport) and Sandy Point (Stockton Springs) and assisted in negotiations for Bureau acquisition of Mt. Kineo, all of which were acquired with the Land for Maine's Future Fund.

The director also managed successful legislation for the creation of the Wells National Estuarine Research Reserve Management Authority and will serve as the Commissioner of Conservation's designee on the Authority board of directors. The director also served on the Penobscot Corridor Advisory Committee, and as the Commissioner's designee on the St. Croix International Waterway Advisory Committee.

Major reports produced by the office, in coordination with the Operations and Maintenance Division, included a "Report on the Maine State Park Campsite Reservation System 1988-1989," which was submitted to the Legislature in February.

Operations and Maintenance. During the year 1989-1990, the Operations and Maintenance Division provided recreational and educational opportunities for more than 2.18 million state park and historic site visitors.

The Division manages 34 state parks, 16 historic sites, the Allagash Wilderness Waterway, the Penobscot River Corridor, and 52 public boat ramp facilities. This division also monitored public use at 45 undeveloped properties, 15 conservation easement areas, and 70 state-owned, locally operated parks and boat access sites.

A new policy for 1990 was the Division's carry in-carry out initiative for solid waste disposal at day use areas. The policy, which was accompanied by public education efforts, worked well, received substantial public support, and helped raise awareness of the state's solid waste disposal issues. The

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Operations and Maintenance Division, in celebration of Earth Day, conducted programs in schools throughout the state, educating over 7,000 third, fourth and fifth grade children about the environment and its future. Training continued as a top priority within the Division: park managers and rangers attended a Conservation Officer Training Academy; the annual spring training session was conducted at Squaw Mountain for managerial staff; a two day Lifeguard Academy was conducted in June. New this year was a two day ranger/receptionist training program that brought all the park rangers and receptionists throughout the state together for training in first aid, public relations, rules and regulations, and Bureau policies.

Division of Planning and Research. During FY 90 a survey of day users of Maine State Parks and Historic Sites was completed and distributed. Work continues on preparing a report regarding campground users. An inventory of coastal mainland and island sand beaches has been completed. Growth management inventory and planning data was supplied to the second and third tier towns and two town comprehensive plans were reviewed. An Allagash Waterway campground user survey was completed for the Bureau by a University of Maine graduate student. Allagash Visible Areas were plotted on the DOC Geographic Information System and a computerized data file was created.

The major ongoing effort in FY 90 was an assessment of all Bureau programs, including definition of a mission statement with goals, identification of issues and problems, and the identification of strategies to address areas of focus. Other ongoing efforts include the plotting of Allagash harvest areas on the DOC Geographic Information System, the creation of a State park resource and facility computerized data file, and creation of a coastal beach computerized data file.

Boating Facilities Division. Grants to local communities and others provided new or improved boat access sites at: Columbia Falls, Pleasant River; China, China Lake; Sebec, Sebec Lake; Machias, Machias River; Monmouth, Cobbosseecontee Lake; Greenville, Moosehead Lake; Milo, Sebec River; and Palermo, Sheepscot Pond. Capital expenditures on state-owned sites provided new or improved boat access sites at: T11, R13, Umsaskis Lake; T3 R15, Lobster Stream; Readfield, Maranacook Lake; Belgrade, Great Pond; Liberty, Lake St. George; Mt. Vernon, Long Pond; and Biddeford, Saco River.

The Division's Navigational Aids program currently identifies hazards and places navigational aids and regulatory markers in 18 waterbodies, assists associations in the marking of 6 waterbodies, and supplies marking material for one municipally marked waterbody.

Snowmobile Program. The Program has continued to work closely with 260 active snowmobile clubs, providing them with assistance in program and membership development. Assistance was also provided, both technical and financial, to clubs and interested municipalities with trail planning, development and winter grooming. The Program also continued its close working relationship with the Maine Snowmobile Association in a variety of snowmobile related activities such as regional meetings, workshops and the Interconnecting Trail System.

During the past fiscal year, the Program processed 203 club grant applications, approving 201; approved 74 municipal projects which involved 98 municipal and/or county governments and several unorganized townships; and awarded 2 contracts to individuals to maintain approximately 65 miles of regionally significant trails in relatively remote sections of northern Maine. The total trail mileage included in all the snowmobile grant projects was 9,704, a slight increase over the 1988-89 season. The total expenditures under the club and municipal grant programs during the 1989-90 season was \$538,340. The Program continued the administration of five major snowmobile trail systems located on both State and private land and several smaller use areas within the State Park system, as well as the snowmobile trail network in the Evans Notch District of the White Mountains National Forest.

The ITS (Interconnecting Trail System) was completed and made operational. Extensions of some ITS trails were realized and others began to be developed. A map of the ITS, which was in high demand, was printed, including the State-administered areas as well as other information and educational material about Program services and state laws. A Northeast Snowmobile Trail (N.E.S.T.) was also developed and marked through Maine, New Hampshire and Vermont.

ATV Program. During the past year the Program has helped develop and register 27 ATV clubs and assisted the Maine All-Terrain Vehicle Association in the further development of its program. Trail signs are available from the Program and development of information and educational material is ongoing. A funding mechanism for club trails has been developed and several projects have been approved. A liability insurance program is in place for landowners and clubs to protect them against liability claims on authorized trails.

One State-administered experimental trail was developed in Mt. Blue State Park and opened in FY 90. Also, several abandoned railroad rights-of-way are being incorporated into a multi-use trail system.

The Maine Rivers Program. The Maine Rivers Program was created in 1985 to coordinate the planning and management of recreation on Maine rivers, assure public access to the State's rivers, and

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provide for the protection of river resources. The program is managed by the Maine Rivers Coordinator, who works with state agencies, private landowners, the Saco River Corridor Commission, the Saco River Recreational Council, sportsmen's groups, local river interest groups, and land trust organizations to develop and implement recreation management plans and to facilitate securing, improving, and developing public access along Maine rivers. During FY 90 the Rivers Coordinator continued to work with the St. Croix International Waterway Commission to develop a recreation and resource management plan proposed for the Waterway. The Rivers Coordinator also worked with the Atlantic Center for the Environment to identify resource management issues and recommend protective measures for the Machias River Watershed. The Rivers Coordinator is frequently requested by regulatory state agencies to review permit applications for activities that may impact river recreational resources. The Rivers Coordinator also coordinates review of hydropower projects for the Department of Conservation and provides comments, through the coordinated state agency review process, to applicants seeking federal and state licenses and permits to develop or redevelop hydropower projects.

LICENSES, PERMITS, ETC.:

Operations & Maintenance: Allagash Wilderness Waterway Timber Harvesting Permits.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Historic Sites—free
4. Rules & Regulations for the Allagash Waterway—free
5. Maine Public Facilities for Boats Program—free
6. Maine Uniform State Waterway Marking System and Rules & Regulations—free
7. 1987-89 Action Program—free
8. Statewide Snowmobile Trail Map—free
9. All-Terrain Vehicle Trail Marking Techniques—free
10. Brochures on Club & Municipal Grant Information—free
11. Moose River Bow Trip: Resource Assessment—free
12. Review of Current Recreational Boating Use of the Dead River and Rapid River—free
13. The Maine Rivers Study—free
14. Various brochures on specific parks and historic sites and the campsite reservation system
15. Resource Inventory of the St. George River, Maine—free
16. Visitor Distribution, Characteristics, and Preferences on the Allagash Wilderness Waterway—free
17. 1987 Survey of State Park and Historic Site Day-Use Visitor Characteristics—free
18. 1987 Survey of State Park Camping Party Characteristics and Attitudes—free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,345,296	2,858,335	486,961			
Health Benefits	266,919	206,945	59,974			
Retirement	627,598	533,079	94,519			
Other Fringe Benefits	31,987	27,668	4,319			
Computer Services—Comm.	159		159			
Computer Services—State	194	166	28			
Other Contractual Service	528,872	319,609	208,813		450	
Rents	36,320	11,041	25,279			
Commodities	124,454	78,229	46,225			
Grants—Subsidies—Pensions	1,040,478	70,987	969,606			-115
Purchases of Land	1,219		1,219			
Buildings and Improvement	4,503	4,503				
Equipment	528,786	122,836	405,950			
Interest—Debt Retirement	526	524	2			
Transfers to Other Funds	24,303		24,257		46	
TOTAL EXPENDITURES	6,561,614	4,233,922	2,327,311		381	

CONSERVATION

DIVISION OF PLANNING AND PROGRAM SERVICES

SUSAN J. BELL, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta

Telephone: 289-2211

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, program review and evaluation, legislation, policy development, long-range departmental planning, the Maine Conservation Corps, SERVE/Maine, the growth management review process and the Geographic Information System.

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division, now Deputy Commissioner.

PROGRAM: The Division has seven sections. They are: Public Information & Education, Legislation, Planning, the Maine Conservation Corps, SERVE/Maine, the growth management review process and Geographic Information Service. The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The goal of the Department of Conservation's Public Information and Education Section is to provide essential information about Department of Conservation programs to the public and to provide information services to the Department's five bureaus.

The Section's activities include: newsletter, news release and media advisory writing, videotape production, information dissemination, general photography, the provision of audiovisual equipment, coordination of exhibits, shows and special events and publication production and editing. The Section maintains mailing lists of organizations, the Maine media and individuals interested in the Department's activities. The Section also provides desktop publishing services.

The Section represents the Department on related boards and commissions and provides public information services to the Forest Fire Overhead Management Team and the State Emergency Media Team.

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, and advises the Governor's Office on the merits of legislation presented to him for his signature.

The Affirmative Action program is responsible for the updating and monitoring of the department's plan relative to achieving diversity in our work force and to providing employment opportunities for women, minorities and persons with disabilities.

While the focus of Affirmative Action remains establishing a work force reflective of the state's population, the Department's Affirmative Action program is focusing on meeting the human resource and management needs relative to creating and maintaining a work environment that recognizes the value of all employees and continues to attract quality individuals.

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern. This Section is responsible for coordinating the Department of Conservation's review process of municipal comprehensive plans as required by the Comprehensive Planning and Land Use Regulation Act (30 M.R.S.A. Sec. 4960) and the Office of Comprehensive Planning in the Department of Economic and Community Development.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

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PUBLICATIONS:

The following publications are available free of charge.

1. "Maine Forests, Parks and Lands," the Department's semiannual newsletter, is available upon request.
2. "Treat-Me-Right"—a guide for recreation use of private lands.

FINANCES, FISCAL YEAR 1990: This unit had no expenditures in FY 90.

BUREAU OF PUBLIC LANDS

THOMAS A. MORRISON, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-3061

Established: October, 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 063; Citation: 12 M.R.S.A., Sect. 551

Average Count—All Positions: 45.5

Legislative Count: 0

Organizational Units:

Operations

Planning

Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's 450,000 acres of Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

ORGANIZATION: The Bureau of Public Lands is divided into five administrative divisions (Business Management, Planning, Operations, Silviculture, and Recreation) and four Regional Offices. The Business Management Division, in addition to overseeing business and financial matters, is responsible for the Submerged Lands Program and management of coastal islands under the Bureau's jurisdiction. The Planning Division is responsible for formulation of policy and land use plans, land acquisition and communications. The Operations Division and the four field offices are concerned primarily with the administration of resource programs on the Public Reserved Lands. The Silviculture Division has primary responsibility for timber management. The Recreation Division has primary responsibility to formulate recreation policies and develop recreation sites. Field offices are located in Augusta (Southern Region), Farmington (Western Region), Presque Isle (Northern Region) and Old Town (Eastern Region).

PROGRAM: The following material deals with (1) Public Reserved Lands, (2) Submerged Lands, (3) Coastal Islands and (4) Institutional Lands.

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management program on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and has expanded the system by an additional 50,000 acres. About 300,000 acres are now consolidated into 22 management units ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the develop-

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ment of management plans and that the production of goods and services is undertaken in such a manner as to ensure the long term productivity of the landbase. The primary elements of this program include: commercial forestry, wildlife management, opportunities for dispersed/primitive recreation, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat. Although the program is described as "multiple use", it is more properly applied as "dominant use"—which acknowledges that some portions of the landbase are more suited for a particular type of management than others. Thus, a remote area of the forest may be managed principally for commercial forestry (the dominant use) with supporting consideration for wildlife; and a shoreland zone along a river, although designated for wildlife management, will also be incorporated within the Bureau's recreational program.

Resources. The following material reflects a summary of the Bureau's resource programs, as contained in policies adopted in 1985.

(1) **Timber Management.** Timber management is the chief manipulative tool available for the management of the forest environment whether for commercial purposes (revenue production), recreation site development, road construction or wildlife habitat improvement. It is estimated that the commercial forest within the Public Reserved Lands System (land capable of producing 20 cubic feet of wood per acre per year—and available for harvest) extends over 290,000 acres. On an annual basis, the Bureau removes between 80,000 and 100,000 cords of timber. The revenue from the sale of this wood is deposited within a Public Reserved Lands Management Fund and used by the Bureau to cover program and operating costs.

(2) **Recreation.** The consolidated management units within the Public Reserved Lands System embrace some of the most picturesque areas of the Maine landscape, including both alpine and water resources ideally suited for recreational use. Among the more notable areas are the Mahoosuc and Bigelow Mountain ranges of Western Maine, both of which include portions of the Appalachian Trail; the Deboullie-Red River country of northern Aroostook County; and portions of the eastern lake country in Washington and Hancock Counties. Printed recreational materials are available from the Bureau for people interested in visiting these areas. The Bureau's management program in these areas is geared to dispersed, primitive recreation, emphasizing the quality of the "backcountry" experience in isolated locations, as opposed to high-density development normally associated with Parks. An additional part of the Bureau's recreation program is devoted to campsite leases—some 276 of which exist on the Public Reserved Lands, as a result of policies in effect years ago. Although the Bureau will take no action to jeopardize existing leaseholders, it will not issue any new leases.

(3) **Wildlife.** The Bureau's wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of "riparian zones"—a strip along all water resources and wetlands in which wildlife resources are managed as the "dominant" of the several multiple uses. The Bureau has also completed a volume of wildlife guidelines to enable Bureau foresters to incorporate wildlife management into forest management programs.

(4) **Soil/Water Management.** All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil and water quality.

(5) **Visual Resources.** Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) **Critical Areas.** Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) **Other Uses.** At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the "public" has access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands was adopted in 1986.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—

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principally, to identify islands which are properly in public ownership and to remove any question which may exist with respect to potential public interest in purportedly private islands. In the course of its work, the Registry has examined the titles of roughly 1,500 privately claimed islands, identifying incurable defects in an estimated 100 and incorporating into public administration some 1,300 islands for which no private claim or title has been advanced. Succeeding phases of this program will involve (1) publication of lists of both public and private islands, (2) entry of these lists into the appropriate registries of deeds and (3) identification and preparation of management plans for those islands suitable for public use. Of the 1,300 islands for which no private claim was discovered, about 300 have been leased or transferred to other agencies of State government, conservation organizations and municipalities—in order to ensure that they are managed in a fashion most consistent with their character and resources. A user guide to selected state owned islands on the Maine Coast is available for people interested in visiting this unique resource.

4. INSTITUTIONAL LANDS.

The Bureau manages a number of tracts which have been declared as “surplus” to other agency programs. These are chiefly former institution lands, such as those which once supported the agricultural enterprise of the Augusta Mental Health Institute. Although these lands are now managed for a variety of uses (agriculture, recreation, etc.), their primary purpose is to be available to cover the future administrative needs of State government.

LICENSES, PERMITS, ETC.:

Permits:

- Timber Stumpage
- Gravel

Leases:

- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

- Recreation and Management brochures and articles for Maine Fish & Wildlife Magazine
- Management Plans for the Major Reserved Land Units
- Submerged Lands Brochure
- Wildlife Guidelines
- Your Islands on the Coast Brochure

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	822,729		822,729			
Health Benefits	78,963		78,963			
Retirement	161,035		161,035			
Other Fringe Benefits	6,851		6,851			
Computer Services—Comm.	530		530			
Computer Services—State	150		150			
Other Contractual Service	253,001		253,001			
Rents	24,240		24,240			
Commodities	39,054		39,054			
Grants—Subsidies—Pensions	58,454		58,454			
Purchases of Land	484		484			
Buildings and Improvement	9,271		9,271			
Equipment	150,033		150,033			
Interest—Debt Retirement	167		167			
Transfers to Other Funds	60,966		60,966			
TOTAL EXPENDITURES	1,665,928		1,665,928			

CONSERVATION

VEHICLE RENTAL AGENCY

WILLIAM PRATT, MANAGER

Central Office: AMHI—VRA Bldg., Augusta
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Telephone: 289-7113

Established: July 1, 1985

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 04; Unit: 240; Citation: 12 M.R.S.A., 5031

Average Count—All Positions: 2.5

Legislative Count: 0

PURPOSE: The Vehicle Rental Agency was established in the Department of Conservation for the purpose of acquiring and maintaining vehicles for use by department employees on official state business. In addition, VRA makes vehicles as available as possible to all state agencies.

ORGANIZATION: The Vehicle Rental Agency is organizationally located in the Department's Division of Administrative Services. It is staffed by a Manager, who reports to the Director of Administrative Services, an Auto Mechanic I, and a Laborer I.

PROGRAM: The Vehicle Rental Agency was created as an innovative solution to the problem of an over-sized agency fleet in poor condition. The use of professional fleet management concepts and practices has improved the safety and reliability of the fleet.

The Vehicle Rental Agency made it possible to reduce the pre-VRA fleet size by 43 percent. The fleet composition changed from larger, more expensive vehicles to smaller, more efficient compact and intermediate cars. The 43% reduction in fleet size has been maintained, while increasing the number of customers and miles driven.

The VRA fleet is on a scheduled preventive maintenance program. This program, coupled with monitored daily care, strives to keep the retained value of the vehicles as high as possible. All vehicle replacements, to date, have been on time and in keeping with our five year forecast schedule.

Each rental customer is asked to provide feedback to the agency by filling out a report card provided with each rental. The report card is also the means for customers to notify VRA of any problems with vehicles so that all problems may be attended to immediately.

The VRA has the authority to enter into agreements with other departments to provide transportation services. The Department of Environmental Protection-Land Bureau joined VRA in 1989.

The VRA serves over 1,800 drivers, representing many departments, agencies and programs. The fleet logged 985,251 miles in FY 90.

Providing quality and dependable service to customers is the most important part of the Agency's job.

VRA vehicles travel from New Brunswick, Canada, to Washington, D.C., Pennsylvania and upper New York State.

Making a reservation for a vehicle can be done by phone or in person. Vehicles are rented on a daily basis for the time required or they can be rented for several days. Long term rentals are considered if fleet requirements are low.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

VEHICLE RENTAL AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	48,275					48,275
Health Benefits	4,677					4,677
Retirement	9,407					9,407
Other Fringe Benefits	308					308
Other Contractual Service	84,272					84,272
Rents	9,464					9,464
Commodities	1,402					1,402
Interest—Debt Retirement	21					21
Transfers to Other Funds	17,642					17,642
TOTAL EXPENDITURES	175,468					175,468

CONSUMER CREDIT

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, CHAIRMAN

Central Office: Gardiner Annex, Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333-0035

Telephone: 582-8718

Established: 1973

Sunset Review: Not Established

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6-301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom the new member is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection, Department of Professional and Financial Regulation.

CORRECTIONAL ADVISORY

MAINE CORRECTIONAL ADVISORY COMMISSION

ROBERT CARLSON, CHAIRMAN
KATHY L. ALLEN, Contact

Central Office: State Office Bldg., Augusta
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Telephone: 289-2711

Established: 1975

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 92; Unit: 047; Citation: 34A M.R.S.A., Sect. 1204

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens appointed by the Governor, including at least one full-time non-administrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman. Four appointments are made for terms of three years, three for two years and three for one year. Each member of the commission may receive a per diem expense allowance equal to that received by Legislators during a special session and may receive additionally his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission is authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: The Correctional Advisory Commission acts in an advisory capacity to the Commissioner of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of Maine.

The Commission meets as often as necessary at the discretion of its Chairman.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Telephone: 289-2711

Established: 1981

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201; *Citation:* 34A M.R.S.A., Sect. 1202

Average Count—All Positions: 1280.5

Legislative Count: 1248.5

Organizational Units:

Division of Probation and Parole

Maine State Prison

Juvenile Justice Advisory Group

Office of Advocacy

State Parole Board

Maine Correctional Center

Maine Youth Center

Charleston Correctional Facility

Downeast Correctional Facility

PURPOSE: The Department of Corrections was established to control all of the state's correctional facilities, provide for the safety of guards and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers.

The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility and the Division of Probation and Parole.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections. The Department is authorized to expend correctional institution appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law, and the Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components except for the following:

Community Corrections. The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work release from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

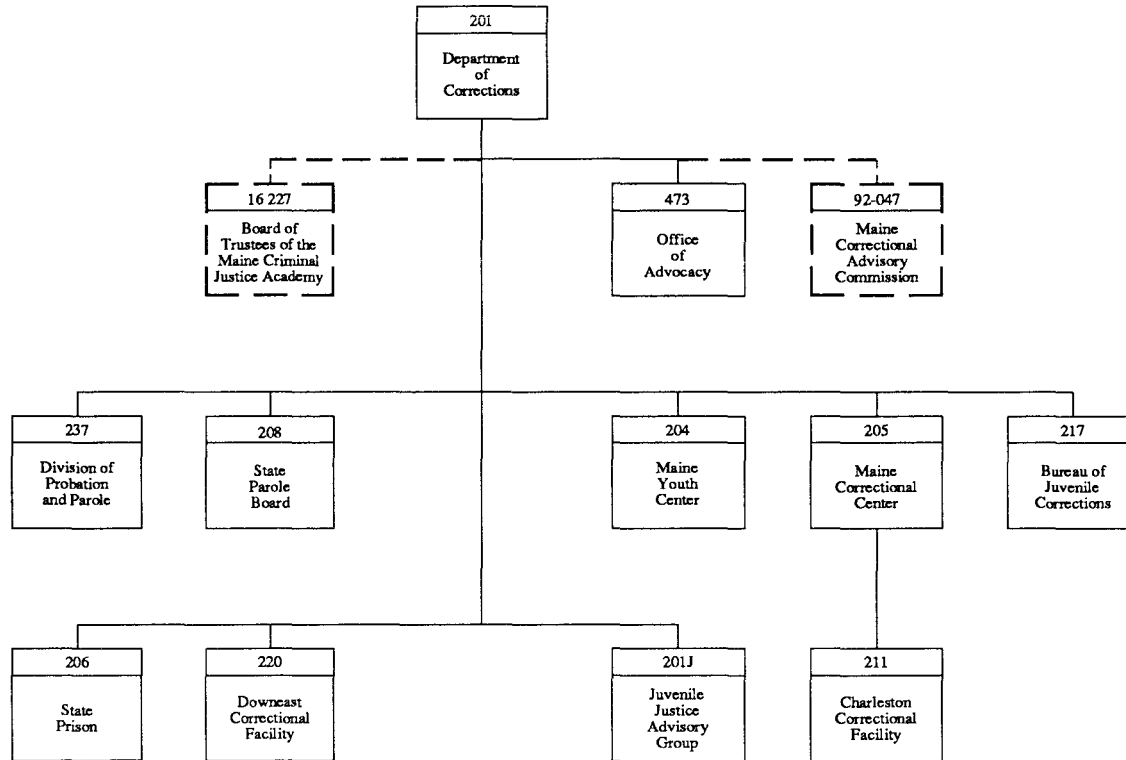
The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purpose of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

Correctional Training Program. The 108th Legislature passed into law mandatory training for all correctional officers working in municipal, county and state correctional facilities. The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

**ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03**



Approved by the Bureau of the Budget

CORRECTIONS

CORRECTIONS

CONSOLIDATED FINANCIAL CHART FOR FY90 DEPARTMENT OF CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,494,487	28,933,208	121,900		334,782	104,597
Health Benefits	2,844,127	2,787,929	11,613		33,620	10,965
Retirement	6,525,389	6,411,317	23,758		65,388	24,926
Other Fringe Benefits	290,937	286,007	537		3,853	540
Computer Services—Comm.	18,599	18,578			21	
Computer Services—State	36,440	36,400				
Other Contractual Service	7,039,539	6,408,162	396,030		116,422	118,925
Rents	285,710	285,425			227	58
Commodities	4,164,345	4,056,249	47,585		25,767	34,744
Grants—Subsidies—Pensions	6,819,864	6,363,893	101,545		354,426	
Buildings and Improvement	5,579,270	450,468			495,500	4,813,302
Equipment	1,005,822	955,384	22,813		20,210	7,415
Interest—Debt Retirement	6,552	6,547	5			
Transfers to Other Funds	19,975	200	11,886		5,988	1,901
TOTAL EXPENDITURES	64,311,056	56,999,807	737,672		1,456,204	5,117,373

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PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop programs and services which are needed by the youth of the State.—Free.

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free.

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,157,126	958,150	121,900		77,076	
Health Benefits	92,824	74,247	11,613		6,964	
Retirement	238,310	199,391	23,758		15,161	
Other Fringe Benefits	9,018	8,215	537		266	
Computer Services—Comm.	10,404	10,383			21	
Computer Services—State	15,665	15,665				
Other Contractual Service	1,496,403	1,085,786	383,327		27,091	199
Rents	20,772	20,545			227	
Commodities	533,045	523,368	2,151		6,972	554
Grants—Subsidies—Pensions	5,756,875	5,443,981	101,345		211,549	
Buildings and Improvement	5,756,420	447,618			495,500	4,813,302
Equipment	80,872	75,995				4,877
Interest—Debt Retirement	148	145	3			
Transfers to Other Funds	14,848	200	11,546		3,102	
TOTAL EXPENDITURES	15,182,730	8,863,689	656,180		843,929	4,818,932

OFFICE OF ADVOCACY

EARL C. MERCER, CHIEF ADVOCATE

Central Office: Room 400, State Office Building, Augusta

Telephone: 289-2711

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: January 15, 1984

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 473; Citation: 34A M.R.S.A., Sect. 1203

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of committed offenders, informally adjusted juveniles and contract clients, and

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to advocate for compliance by the Department, any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy of the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. The Department of Corrections has a full-time Chief Advocate located at the Central Office, a full-time Advocate at the State Prison in Thomaston and half-time Advocates at the Maine Youth Center and the Maine Correctional Center. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff in cooperation with the Chief Advocate.

PROGRAM: The Office of Advocacy receives complaints and requests from prisoners at all institutions and facilities operated by the Department of Corrections. The Office is also frequently contacted by family members and by persons from other public and private agencies with advocacy concerns. Complaints are investigated and reports and recommendations are provided directly to the Commissioner of Corrections. The Chief Advocate also attends policy meetings and serves as advisor to Correctional Administrators on Rights Issues and Policy and Procedure as they affect prisoner rights.

The Office of Advocacy also provides for civil legal services to correctional clients through a contract agreement with a legal services provider in the community. This contract agreement also provides for post conviction review and access to Maine courts for Maine prisoners who have been transferred by the Department to Federal Institutions and other State Correctional Institutions.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine

Telephone: 285-3307
941-3055

Mail Address: RR#1, Box 1400, Charleston, Maine 04422

Established: 1980

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 211; Citation: 34A M.R.S.A., Sect. 3601

Average Count—All Positions: 108

Legislative Count: 106

Organizational Units:

Charleston Correctional Facility

Bangor Pre-Release Center

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to M.R.S.A. Title 15, Section 2611. Charleston was opened in November, 1980, to assist in the alleviation of overcrowding in the larger institutions and to provide a greater degree of flexibility and progression in the State's Correctional System.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30-year lease for the facility. In late 1985, the Charleston Correction Facility was removed from the administrative structure of the Maine Correctional Center and has assumed primary responsibility for its own development and operation.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of prisoners transferred to the unit. Charleston is a minimum security facility.

All prisoners are classified by a Classification Board at the main institution prior to the transfer to

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the Charleston Correctional Facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Director of the Charleston Facility. When the individual arrives at Charleston, he appears before a Classification Committee for further determination as to his programmatic requirements.

The two major programs at Charleston are public restitution and vocational training. The requests for prisoner labor and skills for restitution projects in the surrounding communities have increased dramatically and have involved a wide range of projects. Restitution projects completed during the period July 1, 1989 to the present include: erecting a fence around the ball field for the town of Charleston, cleaning up cemeteries for the town of Bradford, cutting and clearing a boat launching site in Milo, scraping and painting the exterior of the Glenburn Elementary School, constructing a creative playground in Greenville, cutting brush and cutting and splitting firewood for Peaks-Kenny State Park, and painting a building for the American Legion in Dover-Foxcroft. In addition, crews were dispatched to several fires to assist the Maine Forest Service.

On grounds construction projects included: the construction of portable utility sheds, exterior painting of seven buildings, the interior painting of a new fifty prisoner dormitory and the construction of desks, t.v. stands and wardrobes for the new unit, renovation of two older dormitories, construction of a greenhouse, upgrading overhead power distribution lines and renovation of the Dining Facility to expediate the feeding of an additional 50-75 prisoners. The sawmill students have sawed 45,000 board feet of lumber which is utilized by Charleston Correctional Facility and The Department of Inland Fisheries and Wildlife. Approximately 110 acres of public land received timberstand improvement work on them as part of the Woodharvesting Program.

Since the conversion of the boilers to woodburning, prisoners have the opportunity to earn Boiler Operator's Licenses. In the past 12 months, a total of 1008 cord of wood was cut off the land surrounding the Facility. Utilizing this wood for heat, a savings of 150,000 gallons of heating oil was realized, equaling \$81,000.

A vocational training program has been developed at this facility that includes sawmill operator, woodharvesting, building maintenance, and welding. Upon completion of a 16-week vocational training program of their choice, a student is issued a competency certificate. In addition to the vocational programs, a GED academic program has been developed in which a certificate may be earned upon completion and a Job Readiness Skills Program has provided instruction in the area of interviewing, communicating and hands on math.

Also, with the cooperation of and training by the Department of Conservation, volunteer prisoners from Charleston are trained in fire fighting procedures and have been called out to assist in the "mop-up" of several forest fires over the past seven years.

Medical: There are currently two R.N.'s under contract with St. Joseph Hospital who screen minor medical problems for necessary treatment and make any necessary referrals to Dr. Thomas Hayward, the contracted physician in East Corinth. Currently, there are 4 hours per week of psychological services available by a P.H.D.

Dental: Necessary dental care is provided to a prisoner in the main institution prior to transfer to Charleston. When a prisoner at Charleston requires emergency dental work, he is transported to a local dentist by a correctional officer for necessary treatment.

Substance Abuse Counseling: The local AA Chapter and N.A. Chapter meet at the Charleston Facility weekly. Prisoners are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group and educational activities. The Substance Abuse Treatment Team includes a full-time Alcohol Abuse Counselor, a half-time Drug Abuse Counselor and 4 hours of services from a licensed Clinical Psychologist.

Religious Services: A local minister, Rev. David McLeish, provides his services as Chaplain. He provides counseling to prisoners and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where prisoners are provided the opportunity to participate in basketball, volleyball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	1,934,139	1,901,256			32,883	
Health Benefits	210,638	204,798			5,840	
Retirement	447,743	441,334			6,409	
Other Fringe Benefits	19,468	18,876			592	
Computer Services—State	1,618	1,618				
Other Contractual Service	494,589	358,668	925		33,996	
Rents	1,732	1,732				
Commodities	298,604	295,494	1,972		1,138	
Grants—Subsidies—Pensions	18,078	18,078				
Buildings and Improvement	785	785				
Equipment	136,397	131,106	3,996		1,295	
Interest—Debt Retirement	415	415				
Transfers to Other Funds	798		116		682	
TOTAL EXPENDITURES	3,464,004	3,374,160	7,009		82,835	

MAINE CORRECTIONAL CENTER

JAMES R. CLEMONS, SUPERINTENDENT

JAMES F. HOWARD, Assistant Superintendent, Rehabilitative Services

DUANE A. CUMMINGS, Assistant Superintendent, Security

Central Office: 17 Mallison Falls Road, Windham

Telephone: 892-6716

Mail Address: 17 Mallison Falls Road, Windham, Maine 04062

Established: 1919

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 205; Citation: 34A M.R.S.A., Sect. 3401

Average Count—All Positions: 335

Legislative Count: 329

Organizational Units:

Care & Treatment Unit

Custody & Control Unit

Pre-Release Centers

Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons over the age of 18 years who have been duly sentenced and committed to the custody of the Department of Corrections pursuant to MRSA 34-A, §3401 and in addition is the State prison for adult female offenders committed to the Department of Corrections. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs. The Center holds a limited number of Federal detainees for U.S. District Court in Portland.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of prisoners are made for the purpose of teaching such prisoners a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the prisoners, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939 under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in Windham making this Center co-educational.

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PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological and psychiatric services are currently available on a limited basis.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain who aids considerably in the treatment program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program. In addition, there is an active community clergy visitation program and a volunteer program. Some volunteers teach individual and group bible classes. Other volunteers assist the chaplains in their ministry with the prisoners.

Substance Abuse Treatment Program. This program provides chemically dependent residents with the opportunity for individual assessment, participation in a multi-level group education process, individual and group counseling and access to the self-help fellowships of Alcoholics Anonymous (A.A.), Narcotics Anonymous (N.A.) and Alanon. The self-help groups are generously supported by outside community members. The treatment program is staffed by five full-time substance abuse counselors, a program director, and a secretary. Alcohol and drug education is offered to correctional officers and other staff on at least an annual basis.

Social Services. The Social Services Program consists of five licensed social workers and a Social Services Supervisor. This program assists residents with adjustment to the institution, provides rehabilitation counseling and coordinates the utilization of institutional and community resources.

Education Program. The Education Program has a teacher-principal, a guidance counselor and one academic teacher who are state funded and two academic teachers, who are federally funded. These five people are responsible for all academic instruction including Remedial Reading and Arithmetic, High School Equivalency (GED), High School Completion and post secondary instruction which includes supervision and registration of students for courses offered through the University of Southern Maine. The academic courses are taught on a semi-tutorial basis with each student's program being tailored to meet the indicated needs in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. In addition to the academic courses, Art and Life Skills instruction are available through state funded teachers.

The vocational area is staffed with seven instructors, all of whom are state funded. These instructors offer courses in the following fields: Building Trades, Auto Reconditioning, Graphic Arts, Welding, Meat Cutting, Fleet Maintenance, and Business and Office Procedures.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center, a pre-release center, or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A resident may move through a program of housing areas as determined by a multi-level classification process of housing status. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident his needs, and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

The Correctional Center also has responsibility for the Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,131,409	7,056,772			74,637	
Health Benefits	684,871	677,737			7,134	
Retirement	1,586,876	1,572,329			14,547	
Computer Services—Comm.	80,892	79,964			928	
Computer Services—State	5,341	5,341				
Other Contractual Service	1,654,337	1,642,927	6,020		5,390	
Rents	1,616	1,616				
Commodities	1,304,152	1,269,690	34,199		263	
Grants—Subsidies—Pensions	152,772	100,584			52,188	
Equipment	161,330	144,824	15,667		839	
Interest—Debt Retirement	300	298	2			
Transfers to Other Funds	614		155		459	
TOTAL EXPENDITURES	12,764,570	12,552,142	56,043		156,385	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: Machiasport, Maine

Telephone: 255-4554

Mail Address: HCR 70, Box 428, Bucks Harbor, Maine 04618

Established: 1984

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 220; Citation: 34A M.R.S.A., Sect. 3901

Average Count—All Positions: 61

Legislative Count: 64

PURPOSE: The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION: Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Station operational as a correctional facility. The facility is fully staffed and the prisoner count is at capacity.

PROGRAM: Programs at the Downeast Correctional Facility are diversified.

Educational. Programs are in education and vocational training such as electrical, welding, and building trades. The education program has two certified teachers who are responsible for all testing and academic instruction. The academic instruction, though primarily geared for high school equivalency (GED), will also focus on business courses emphasizing everyday life skills. These academic courses will be taught primarily on a semi-tutorial basis to meet the educational needs of the prisoner.

The vocational programs are staffed with instructors with competency and expertise in the following career areas: Electrical, Welding, and Buildings Trades.

Religious Services. A minister is providing services as a Chaplain. He coordinates services and meetings for prisoners of different denominations. He is also responsible for religious counseling to the prisoners and their families.

Medical. A Nurse is assigned to screen minor medical problems for necessary treatment and/or referral to the contracted services of an M.D. A sick call service is provided. Emergency care and treatment is provided by the local area hospital.

Dental. Dental care is provided to any prisoner as the need arises. Prisoners are transported to the contracted dentist by a Corrections Officer.

Alcohol/Substance Abuse Counseling. Through a grant, prisoners receive one-to-one counseling of an alcohol counselor. This individual also provides workshops and group therapy dealing with alcohol/substance abuse.

Psychological Services. A psychologist is under contract to meet the needs of prisoners, especially to those prisoners incarcerated for sexual abuse and related crimes.

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Caseworker. A caseworker assists prisoners and their families in making recommendations for treatment programs within the community and in therapeutic and rehabilitative settings. The caseworker places the prisoner in aftercare programs which may involve foster home placement, mental health clinics, referrals, schools and/or vocational training agencies.

Classification Committee. This committee has a direct impact on the prisoner; for its primary responsibility is to orientate each new prisoner to the facility, its housing, care and/or its treatment and programs. The committee is virtually responsible for the safety and well being of each prisoner assigned to the Downeast Correctional Facility. The classification committee carefully analyzes all input to determine the initial anniversary and/or requested changes to the security status of prisoners housed at the facility.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,353,901	1,353,901				
Health Benefits	158,211	158,211				
Retirement	307,417	307,417				
Other Fringe Benefits	16,135	16,135				
Computer Services—State	534	534				
Other Contractual Service	359,624	318,135			41,489	
Rents	1,245	1,245				
Commodities	245,979	246,142				-163
Grants—Subsidies—Pensions	1,885	1,885				
Building and Improvement	2,065	2,065				
Equipment	108,740	108,740				
Interest—Debt Retirement	371	371				
Transfers to Other Funds	76				76	
TOTAL EXPENDITURES	2,556,183	2,514,781			41,402	

JUVENILE JUSTICE ADVISORY GROUP

FRANK NAPPI, CHAIRMAN

Central Office: 103 Water Street, Hallowell, Room 201

Telephone: 626-0990

Mail Address: Statchouse Sta. #144, Augusta, Maine 04333

Established: 1979

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 201J; Citation: 34A M.R.S.A., Sect. 1209

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications for Federal formula grant funds. In addition, the Juvenile Justice Advisory Group advises the Governor and the Legislature on matters related to delinquency, the prevention of delinquency, and the requirements of the Act for detaining and incarcerating juveniles, develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group, constituted in 1975 and formalized by Executive Order 4 FY 80 on October 5, 1979, was authorized by statute in 1984 (34A M.R.S.A. § 1209).

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Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than fifteen and not more than thirty-three representatives of the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; neglected or dependent children, and the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities.

In addition, a majority of members (including the chairman) shall not be full-time employees of the federal, state or local government. At least one-fifth of the members must be under the age of 24 at the time of appointment, and at least three members must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the program. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982.

PROGRAM: The federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for federal FY 89 was \$325,000, including funds for grants programs and administration. Of this amount, \$24,375 is allocated for the administration of the program and \$16,250 is allocated for the expenses of the JJAG, leaving \$289,375 for grants to private, not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met eleven times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act and to develop the 1990 update to Comprehensive Juvenile Justice and Delinquency Prevention Plan for 1988 to 1990. In addition, its several standing and ad hoc committees met as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. The Grants committee developed an RFP for expenditure of JJAG funds, reviewed all applications, and developed recommendations for JJAG action on the applications. Programs funded in FY 90 were the JJAG's jail monitoring project, which provides staff services for continuing JJAG monitoring to ensure compliance with the Act and two pilot projects to develop alternatives to jail for juvenile offenders, one operating in Penobscot, Piscataquis, Aroostook, Washington, Hancock, and Waldo Counties and the other in Cumberland and York Counties. The JJAG has for several years affirmed a commitment to expend its funds only in support of efforts to remove juveniles from adult serving jails and lockups until that goal is achieved.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 114th Legislature which might affect juvenile offenders and those at risk of delinquency. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements as they are applied in Maine or which related to initiatives described in the Plan. The Committee's highest priority was development of legislation that would enable the state to implement P.L. 576 which prohibits holding juveniles in adult-serving jails and lockups after 12/31/91.

Jail Monitoring/Futures Committee. The Jail Monitoring Committee has continuing responsibility to develop, revise, and promote implementation of Maine's plan to remove juveniles from adult-serving jails and lockups. In spite of significant efforts, Maine has not yet achieved full compliance with the jail removal requirements of the Act, originally defined as reducing juvenile admissions to jails by 75% by December 8, 1985, plus making an unequivocal commitment to full removal. This failure has put continued federal formula grant funding at risk. Recent amendments to the Act, however, allow Maine several additional years to achieve full removal. The JJAG is in the process of reorganizing the work of this committee to make it an effective instrument for long range planning. The Legislature passed a law requiring the removal of all juveniles from adult jails by December 31, 1991.

Prevention Committee. The JJAG was designated by the Department of Corrections to serve as the catalyst for developing the Department's Delinquency Prevention Plan. The JJAG solicited representatives from the Departments of Corrections, Educational and Cultural Services, Human Services, Labor, Mental Health and Mental Retardation, and Public Safety and from community-based prevention agencies to comprise a planning committee whose efforts in FY 85 and 86 culminated in the publication

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of the statewide plan in the autumn of 1986. The Committee's focus was on continuing implementation of that plan in FY 90.

Violent and Chronic Youthful Offender Committee. This ad hoc committee proposes to assess the treatment and security needs of this special population and to develop a strategy for meeting those needs for presentation to corrections managers and to the legislature. This strategy, if adopted, will be incorporated into the next update of the comprehensive plan.

Additional Activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts with public and private agencies which request planning, evaluation, or technical assistance for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. The JJAG possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

PUBLICATIONS:

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 144, Augusta, Maine 04333:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1988-1990.

1990 Update to the Comprehensive Plan.

Report to the Governor (FY 1989)

JJAG Brochure

Maine Juvenile Admissions and Detentions—FY 1989

Juvenile Corrections in Maine: An Action Plan for the 1990s (Report of the Juvenile Corrections Planning Commission)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

STATE PAROLE BOARD

PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-2711

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34A M.R.S.A., Sect. 5201

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957 under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional

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institutions. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison for those sentenced prior to May 1976 to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged. In addition, the Board hears entrustment dispositional cases at the Maine Youth Center to recommend to the Superintendent of the facility what disposition would be in the best interests of the juvenile and the community.

*Maine State Parole Board Action
Annual Report
Fiscal Year—1989-1990*

Adult

Paroled	0
Paroled & Discharged	0
Paroled & Discharged (to New Sentence)	0
Denied	11
Continued (Pending)	5
(Resolved)	5
TOTAL Parole Eligible.....	9
Early Discharge Requests	0
Others	6
TOTAL Cases Heard	29

During the fiscal year 1989-90, the Parole Board met a total of 6 times and considered 29 cases; 3 parole violators were heard.

Juvenile

The Maine Parole Board met at the Maine Youth Center a total of 30 times during the period July 1, 1988-June 30, 1989. Eighty-five (85) total cases were heard with the following decisions made: (62) recommended return to MYC to complete a standard program or to 18th birthday, (5) found in violation and returned to Entrustment status, (3) found in violation and returned to MYC until suitable placement was found, (2) recommended release to Absent with Leave Status, (0) continued status pending, (7) continued resolved, (0) not heard, failed to appear, (2) failed to appear resolved, and (4) released, immediate discharge.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,834	19,834				
Health Benefits	1,884	1,884				
Retirement	3,244	3,244				
Other Fringe Benefits	299	299				
Other Contractual Service	6,463	6,463				
Commodities	86	86				
TOTAL EXPENDITURES	31,810	31,810				

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STATE PRISON

MARTIN A. MAGNUSSON, WARDEN
ARTHUR T. KISKILA, Deputy Warden
LARS HENRIKSON, Deputy Warden

Central Office: Thomaston, Maine

Telephone: 354-2535

Mail Address: State Prison, Box A, Thomaston, Maine 04861

Established: 1823

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 206; Citation: 34-A M.R.S.A., Sect. 3201

Average Count—All Positions: 334

Legislative Count: 328.5

Organizational Unit:
Bolduc Unit

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government, as provided by law, of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843 and, after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies were instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work, other than prison industries, can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. The Legislature had authorized two additional nurses to upgrade staff. Social workers have increased in number to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Augmentation of the caseworker contingent will allow the further strengthening of a

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professional level case management system. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. The legislative addition of a PhD level psychologist position will enrich the scope of the Mental Health staff services. Substance abuse as a major treatment problem has been recognized and addressed by staff, and contractual use of alcohol tax monies has provided an active three-counselor drug and alcohol education and rehabilitation program. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer involvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. Severe overcrowding has caused the opening of several areas of the institution for dormitory housing. This has increased the tension, and number of assaults and incidents within the facility. Overcrowding has increased the population at the Bolduc Unit (MSU) to 80. Bolduc MSU houses inmates in vocational training, prison assignments, or on work release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,948,007	7,838,540			4,870	104,597
Health Benefits	801,990	790,608			417	10,965
Retirement	1,862,939	1,837,064			949	24,926
Other Fringe Benefits	75,303	74,681			82	540
Computer Services—State	3,856	3,856				
Other Contractual Service	2,136,913	2,013,604	4,583			118,726
Rents	3,771	3,713				58
Commodities	1,317,664	1,271,711	9,263		2,500	34,190
Grants—Subsidies—Pensions	480,808	480,808				
Equipment	385,153	377,896	3,150		1,569	2,538
Interest—Debt Retirement	4,767	4,767				
Transfers to Other Funds	1,999		60		38	1,901
TOTAL EXPENDITURES	15,023,170	14,697,248	17,506		10,425	298,441

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4381

Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 03; Unit: 237; Citation: 34A M.R.S.A., Sect. 5401

Average Count—All Positions: 132

Legislative Count: 137

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, so as to enable them to become more productive and constructive members of society. In its role as the

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Administrator of Probation and Parole Services, the Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for the handling of adult and juvenile interstate compact cases for other states. In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. In August 1986 the Intensive Supervision Program was enacted and came under the control of the Division. The Division consists of adult probation and parole officers, intensive supervision officers, juvenile caseworkers, and other administrative employees in classified state service.

PROGRAM: The Division of Probation and Parole is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition when requested, supervising probationers, and developing diversionary programs. The Division also supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. The Division also supervises inmates sentenced to the Intensive Supervision Program. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, finds employment and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to, another state are referred to another compact state for similar supervision.

Clients Under Supervision June 30, 1990

<i>Adults</i>	<i>Juveniles</i>	<i>Intensive Supervision</i>
7,000 approximate	2,100 approximate	65

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,843,499	3,843,499				
Health Benefits	336,046	336,046				
Retirement	751,124	751,124				
Other Fringe Benefits	32,582	32,582				
Computer Services—Comm	8,075	8,075				
Computer Services—State	1,927	1,927				
Other Contractual Service	390,158	384,277			5,881	
Rents	254,009	254,009				
Commodities	41,198	41,198				
Grants—Subsidies—Pensions	106,431	106,431				
Equipment	26,290	26,290				
Interest—Debt Retirement	71	71				
Transfers to Other Funds	205				205	
TOTAL EXPENDITURES	5,791,615	5,785,529			6,086	

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT

FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services

ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland

Telephone: 879-4000

Mail Address: 675 Westbrook Street, South Portland, Maine 04106

Established: March, 1853

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34A M.R.S.A., Sect. 3801

Average Count—All Positions: 255

Legislative Count: 246

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

Care, Custody and Security: This department, which encompasses cottage life, admissions unit, control units, intensive care units, security treatment unit and the Hayden Special Treatment Unit, has continued to experience the excitement and satisfaction of functioning within an ever improving

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program. Our experience has mandated that we develop specialized programs in the areas of drug and alcohol, work release and independent living, violence and sex offender and a program for residents with educational problems. We have also divided the female program into two separate treatment units. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the care of the Center.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programing, counseling and disciplining of the residents. Other staff may also have been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in programs throughout the institution. The staff, through this active participation, has become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs. A separate unit has been implemented to handle all admissions to the Youth Center. This unit does initial processing on all newly committed, as well as newly admitted, Hold-for-Court clients. In addition, it serves as an internal communication center for the institution.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this unit is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent

interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with Juvenile Services Caseworkers, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Juvenile Services Caseworkers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the Juvenile Services Caseworkers maintain contact with families and community organizations of our residents during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many clients to the Center for evaluation and hold. To assist in those cottages dealing with the large influx of residents, volunteers have been organized and a program developed that contacts all relevant community resources and assists in preparing a social evaluation for the evaluating psychologist, the courts, the unit of placement and, upon committal, the Juvenile Services Aftercare and Cottage Program.

Diagnostic Services: In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders, as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

Substance Abuse: The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Education: The Arthur R. Gould School of the Maine Youth Center is approved by the Department of Educational and Cultural Services for the purpose of providing a full range of educational services to residents to include traditional academic classes; remediation; special education; supportive Chapter I programs; vocational education; equivalency diploma (GED); tutoring; achievement and diagnostic testing (to include educational psychological evaluation); and general socialization and survival skills. The School's basic role is to provide students with the opportunity to make significant educational gains, both in terms of knowledge and skill attainment and credit accumulation, and to make every effort to transition students back into their public schools as quickly and smoothly as possible. Efforts over the past several years to enhance and legitimize special education programming and services has resulted in compliance with P.L. 94-142. Arthur R. Gould School educators have recently completed a School Improvement self-study and submitted a five year School Improvement Plan to DECS in order to meet continued school approval status. This document will also become the basis for determining the school's compliance with the Education Reform Act of 1984. New positions which have been funded with the beginning of the 1987-88 School Year are necessary for full compliance to be realized include guidance, fine arts, foreign language, computer sciences and career education. The school has also developed a comprehensive plan for pre- and in-servicing educators and providing opportunities for professional growth.

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

Pathfinder Program: The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods and

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mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

Volunteer Services: Volunteers at the Center provide group counseling, one-to-one counseling, religious conference retreats, religious education, conduct moral inventory testing, function as reading aides, provide supportive friendships, camping equipment, canoes, occasionally homes for clients who are on leaves to the community or on work assignments in the community.

Worship Services: Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

Foster Grandparents: Our grandparents provide moral inventory testing, interviewing, cottage friendships, sewing, knitting, fly tying and model building, along with a number of other activities.

Medical: The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with the respective physicians until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered, as prescribed by our attending physician who visited each week for one-half day.

Physical Education: The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,095,726	5,950,410			145,316	
Health Benefits	556,602	543,337			13,265	
Retirement	1,325,622	1,297,300			28,322	
Other Fringe Benefits	57,200	55,215			1,985	
Computer Services—Comm.	60	60				
Computer Services—State	7,499	7,499				
Other Contractual Service	602,052	598,302	1,175		2,575	
Rents	2,565	2,565				
Commodities	423,617	408,560			15,057	
Grants—Subsidies—Pensions	303,015	212,126	200		90,689	
Equipment	106,262	89,755			16,507	
Interest—Debt Retirement	480	480				
Transfers to Other Funds	1,435		9		1,426	
TOTAL EXPENDITURES	9,482,135	9,165,609	1,384		315,142	

CRITICAL AREAS

MAINE CRITICAL AREAS ADVISORY BOARD

STEPHEN HYDE, CHAIR

HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1974

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

The Critical Area Advisory Board met four times in FY 90 and discussed the Critical Areas Program's funding level, criteria for endangered and threatened plants, designation of Heritage Coastal Areas, and data management. The Program conducted inventories on cobble beaches, waterfalls, scenic areas, and rare plant species in cooperation with the U.S. Forest Service. Rare plant inventories of the Evans Notch Unit were undertaken. The Program worked with the National Park Service on identifying and documenting 12 national natural landmarks in Acadia National Park. The program continued the statewide inventory and analysis to identify and document lakes of statewide significance. Recent inventories have documented over 600 candidate Critical Areas to which a significant number of rare plant areas were added.

The program has been working with the Natural Heritage Data System, established in Maine state government in January 1989, to better manage its data.

In cooperation with Office of Endangered Species of the U.S. Fish & Wildlife Service, the program monitored the major populations of the Small Whorled Pogonia, a federally endangered orchid. The population of Furbish's Loosewort were inventoried during the summer of 1990. A conference on Maine's threatened and endangered plants was held in May 1990. The Official Listing of 90 Endangered and 74 Threatened Plants was established in June 1988 and revised in July 1988 and March 1989.

In FY 88, the program initiated the documentation of Heritage Coastal Areas in southern Cumberland and York counties. The Critical Areas Advisory Board nominated five Heritage Coastal Areas: Mt. Agamenticus, York River and Harbor, Perkins Cove to Mousam River, Cape Arundel to Biddeford Pool, and Scarborough Marsh/Prout's Neck. In FY 89 and 90, the program continued the HCA effort in the mid-coast region of Maine and Penobscot Bay.

The Program, in cooperation with Acadia National Park and the College of the Atlantic organized and held a Maine Coast Scenic Workshop dealing with aspects of scenic conservation.

The annual Critical Areas Awards were presented by the Governor to the John Deering family of Saco for their cooperation and voluntary efforts to protect the Saco Heath. Maine Coast Heritage Trust received an award for its protection of critical areas along the coast.

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own, appropriate management for these areas, and sources of expert management

CRITICAL AREAS

assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation organizations, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base. Twenty-three areas were added to the Register of Critical Areas. At the end of FY 90 the Register contained a listing of 648 areas. The listing of Qualified-but-Unregistered areas contains 44 areas.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Brochures:

Critical Areas Program	Alcids	Piping Plover
Least Terns	Leach's Storm Petrel	Horseshoe Crab
Black Terns	Oysters	Sassafras
Nodding Pogonia	Mountain Laurel	Terns
Orchids	Eider Ducks	Eskers
Rhododendron	Intertidal Marine Invertebrates	Wading Birds
Waterfalls	Shagbark Hickory	Gorges
Atlantic White Cedar	Tupelo	Whitewater rapids
Sand Beaches	Furbish Lousewort	Fossils
Alpine Vegetation	Old-Growth White Pine	White Oak

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.
Scenic Inventory of Mainland Sites of Penobscot Bay—May 1990

FINANCES, FISCAL YEAR 1990: Expenditures are, by administrative decision, included with those of the State Planning Office.

DEFENSE AND VETERANS' SERVICES

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL ERNEST C. PARK, COMMISSIONER

Central Office: Camp Keyes, Augusta

Telephone: 626-4271

Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 210; Citation: 37B M.R.S.A., Sect. 1

Average Count—All Positions: 257.5 State, 821 Federal

Legislative Count: 149.5 State

Organizational Units:

Military Bureau

Bureau of Veterans Services

Maine Emergency Management Agency

Administrative Services Division

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

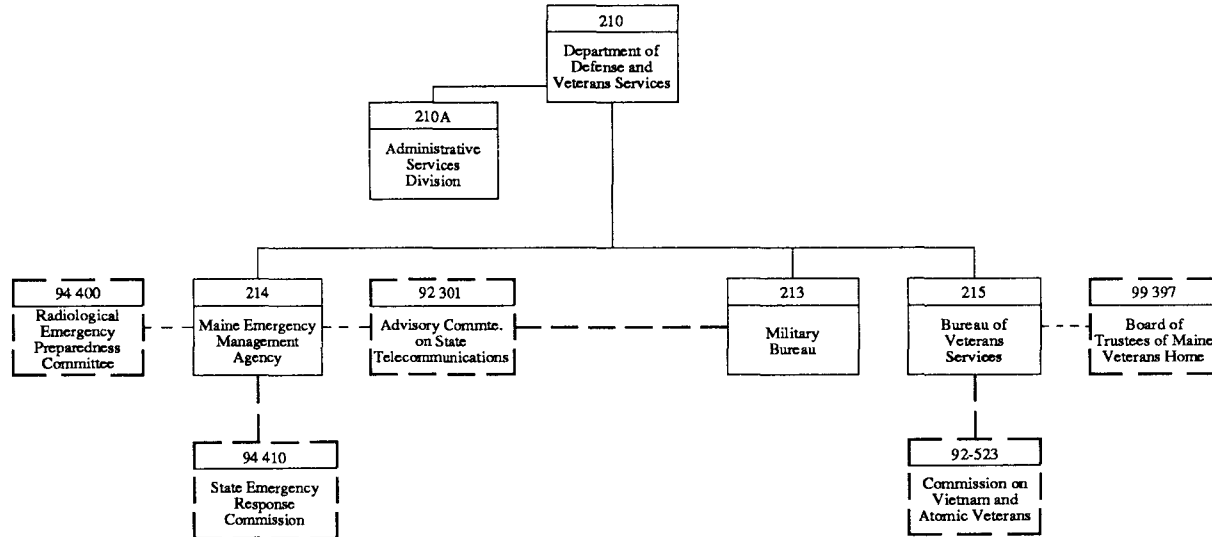
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services. During the 113th Legislature the requirement was eliminated that the Director of the Military Bureau be the Deputy Adjutant General and the Bureau of Civil Emergency Preparedness was renamed to the Maine Emergency Management Agency (MEMA).

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	184,814	184,814				
Buildings and Improvement	41,820	41,820				
TOTAL EXPENDITURES	226,634	226,634				

**ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS' SERVICES
UMB 15**



Approved by the Bureau of the Budget

DEFENSE AND VETERANS' SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY90 DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,931,624	2,830,189	13,293		2,088,142	
Health Benefits	558,154	328,716	1,576		227,862	
Retirement	986,972	579,184	2,571		405,217	
Other Fringe Benefits	62,018	28,325	48		33,645	
Other Contractual Service	2,008,477	791,255	142,892		1,074,330	
Rents	20,252	20,252				
Commodities	492,352	311,084	1,006		180,262	
Grants—Subsidies—Pensions	3,147,318	926,022	56,000		2,165,296	
Buildings and Improvement	41,820	41,820				
Equipment	440,936	130,906	7,810		302,220	
Interest—Debt Retirement	3,028	1,798	13		1,217	
Transfers to Other Funds	127,708		6,083		121,625	
TOTAL EXPENDITURES	12,820,659	5,989,551	231,292		6,599,816	

DEFENSE AND VETERANS' SERVICES

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg., Rm. B-12, Augusta
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333

Telephone: 289-4070

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 210A; Citation: 37B M.R.S.A., Sect. 3

Average Count—All Positions: 8

Legislative Count: 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contracts, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members offer an information base to our Program managers that assists them in their daily operational decision-making process and thereby enhances management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan. (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	215,349	215,349				
Health Benefits	19,141	19,141				
Retirement	47,334	47,334				
Other Fringe Benefits	1,433	1,433				
Other Contractual Service	1,687	1,687				
Commodities	565	565				
Equipment	1,454	1,454				
TOTAL EXPENDITURES	286,963	286,963				

MAINE EMERGENCY MANAGEMENT AGENCY

DAVID D. BROWN, DIRECTOR

Incoming WATS: Emergency only 800-452-8735

Central Office: State Office Bldg., Augusta

Telephone: 289-4080

Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1949

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 214; Citation: 37B M.R.S.A., Sect. 701

Average Count—All Positions: 29

Legislative Count: 13.5

Organizational Units:

Administration Division

Operations Division

Planning Division

State Radiological Emergency Preparedness Committee

PURPOSE: The Maine Emergency Management Agency is primarily responsible for the coordination and protection of the citizens from all emergencies, both natural and man-made. With the exception of responsibilities assigned to the military, this Agency coordinates the prevention, mitigation, and repair of damage resulting from disasters or catastrophes, such as forest fire, flood, earthquake, nuclear power accidents, enemy attack, or hurricanes. It also provides guidance and assistance to county and local governments in their efforts to provide protection to citizens and property.

The Agency uses planning, training, exercising and public education to accomplish this mission. A five step planning process developed by the National Governor's Conference has been adopted: 1) hazards are identified; 2) mitigation actions are considered; 3) capabilities are identified; 4) procedures are developed to meet the threat; and 5) resources are identified to aid in recovery. The agency's commitment is to develop a comprehensive emergency management plan containing guidelines to address the unforeseen, as well as the identified hazards. Emergency plans and all other related activities are coordinated with other departments of the State, Federal agencies, county and local governments, as well as neighboring states and Canada.

ORGANIZATION: The Maine Emergency Management Agency was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. A 1972 amendment, retitled the Maine Civil Defense Act, caused the agency to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated as the Department of Defense and Veterans Services and the bureau name changed to the Bureau of Civil Emergency Preparedness. The McKernan Administration requested the 113th Legislature to change the agency's name so that it is more in keeping with its emergency management role. Public Law, Ch. 370, signed by the Governor on June 19, 1987, redesignated the Bureau of Civil Emergency Preparedness as the Maine Emergency Management Agency effective September 29, 1987.

The Interstate Civil Defense and Disaster Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

The Radiological Emergency Preparedness Committee as established by state law, Title 37B MRSA, Section 954, oversees state and local planning and preparedness for the consequences of a major accident at a nuclear power plant.

The Governor, thru Executive Order, created the Emergency Response Commission in April of 1987 to coordinate the state government's role in carrying out Maine's planning and preparedness responsibilities for hazardous materials in compliance with Title III of the Federal Superfund Amendments and Reauthorization Act of 1986, Emergency Planning and Community Right-To-Know. The Maine Emergency Management Agency carries out the planning and preparedness activities for the Commission.

The Maine Emergency Management Agency is internally organized into three divisions: Administration, Planning and Operations based on functional responsibilities. The primary responsibilities of the Agency are to coordinate, for the Governor, state government operations with that of county and local governments for emergencies resulting from natural disaster, technological hazards or national security incidents. The Agency's ability to function effectively during an emergency is dependent on the state agencies who staff the State Emergency Operations Center, and to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel.

DEFENSE AND VETERANS' SERVICES

PROGRAM: The Federal Emergency Management Agency (FEMA) provides the majority of the Agency's funding. The FEMA allocation of federal matching funds for fiscal year FY 89 for personnel and administrative services was \$622,372. It covers the federal fiscal year of October 1, 1989 through September 30, 1990. The funds are distributed by the State based on Annual Submission Requests from 37 towns, 16 counties and the State itself. This represents 50% of the funding. The remainder is provided by state, county and local funding.

The following programs are funded 100% by FEMA:

Population Protection Planning	\$100,010
Facility Survey	45,166
Radiological Instrumentation/Maintenance and Calibration	38,260
Radiological Protection Planning and Development	50,874
Emergency Management Training	65,000
Disaster Preparedness Improvement	35,904

All of the above programs are administered by a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Emergency Management Agency.

Direction and Control. In an emergency, MEMA's EOC (Emergency Operations Center) is the coordinating location for State activities. Selected representatives from Maine State agencies join the MEMA staff, providing information and their expertise in decision making. This group is called the State Emergency Response Team (ERT). It is activated whenever a serious threat exists in the State or an adjoining state. When the governor determines that a disaster is imminent, the Disaster Response Team (DRT), comprised of other State of Maine agencies plus federal and private representatives, assemble at the EOC and provide necessary assistance to the people of Maine.

With a modern facility, MEMA has an efficient and appropriately equipped work area for all organizations who participate in the coordination of Maine's response to an emergency. The Maine EOC gives members of the ERT an enhanced work area while concurrently providing the governor and selected staff immediate accessibility to representatives from all concerned agencies, and privacy for consultation and decision making. The DRT, located outside the EOC, also has direct access to current information, the ability to keep their offices updated and access to unique resources. The communications system is capable of rapid expansion and is equipped with ring-down lines, computer network(s), monitors and radio systems. This permits State agencies to respond to the needs of its citizens in an expeditious manner.

During the past fiscal year, computer enhancements have been completed at the State EOC and most of the County EMA organizations. All County EOC's have a PC installation for data management and cost accounting. An interactive computer system at the State EOC is now available for administrative matters, graphics and the collection and dissemination of resource data.

Communications & Warning. The communications and warning section operates and maintains communications systems that provide direct contact between the State Emergency Operating Center (EOC) and federal, state and local government agencies and field forces. The EOC's Communications Center is operated on a daily basis. Regularly scheduled tests and exercises are conducted to insure that a high level of operational readiness is maintained. Systems development and equipment maintenance are provided by the communications section.

A statewide emergency communications system provides dedicated channels to emergency managers for coordination. Communications with public safety agencies such as police, fire and medical services are conducted on their assigned frequencies. Cellular telephone and facsimile augment radio communications. Interstate communications are accomplished with high frequency (HF) radio, radio teletype and off-net (private) telephone voice and data circuits. The Maine Emergency Broadcast System (EBS) provides a means to release official government information from the EOC directly to the public over the State's commercial radio and TV broadcast stations. Planning support and equipment acquisition for EBS and the Maine Yankee Emergency Planning Zone (EPZ) are provided by the communications section.

Plans. Hazard Identification Capabilities Assessment Multi-Year Development studies were completed for 53 county and local jurisdictions, as well as for the State. Based on this information, Comprehensive Emergency Management Plans are being developed. Sections of these plans include: a summary of the general policies, responsibilities, and procedures used in emergency management and annexes describing emergency functions such as direction and control, evacuation, and resource management. Appendices to each function will be added as needed for specific hazards identified as having the greatest potential for impact on the area. All sections of each plan are reviewed using federal guidance and validated through an exercise.

The State Comprehensive Emergency Management Plan and the Maine Yankee Ingestion Pathway Plan were submitted to the Federal Emergency Management Agency (FEMA) for review in Janu-

DEFENSE AND VETERANS' SERVICES

ary 1990. The Maine Ingestion Pathway Plan for Seabrook Station (Seabrook, N.H.) has been approved by FEMA. The Maine Yankee Radiological Incident Plan has undergone extensive review and revision. It is expected to be republished in September 1990. Assistance was provided by the MEMA staff to agencies and non-profit organizations requesting guidance in the development of internal or interagency plans.

Hazard analyses, basic plans, and detailed annexes and procedures for county and local jurisdictions in the State are placed in the Emergency Operations Center central file as they are developed and are available for quick reference if the need arises. Also included are federal and State emergency response plans, as well as interagency plans and those of private industries and organizations. These are for the use of the Emergency Response Team.

Population Protection Planning. Population Protection Planning (PPP) is a Federal Emergency Management Agency program funded at 100%, designed to develop comprehensive multi-hazard emergency management plans. The planners assist all levels of government in developing, maintaining, and exercising emergency operations plans which delineate how hazard mitigation, emergency preparedness, emergency response, and recovery activities are accomplished. State, county, and municipal governments are required by Maine statute to develop and maintain such plans.

These emergency plans consist of a basic plan with functional annexes and hazard specific appendices. The basic plan is a summary of general policies, responsibilities, and procedures used in emergency management. Each annex provides more specific information. Functional annexes describe how emergency tasks such as decision making, warning, evacuation, shelter, etc. are accomplished. Hazard specific appendices to the functional annexes describe the emergency tasks and procedures for a particular hazard which may have specific characteristics requiring non-standard responses.

During FY 89-90 the planners provided support for the Hazardous Materials Incident planning requirements. The planners have provided ongoing support to County and local Emergency Management Agency (EMA) Directors in the development of Emergency Operations Plans (EOP) by on-site assistance and training workshops, along with tracking and review of completed plan components.

PPP Planners have participated in Regional Conferences concerning Population Protection Program planning and the development of the Comprehensive Cooperative Agreement between the State of Maine and the Federal Emergency Management Agency.

Increased computerization of emergency management functions has included staff training and implementation of the Emergency Information System. This system offers computerized resource management, event logging, development of checklists of response actions, the analysis of hazards, maintenance of situation reports, and identification of special needs groups, shelter and transportation resources. A State and Local Computer Users Group has been formed to exchange and share computer knowledge and application capability.

Facility Survey Program. This is a Federal Emergency Management Agency (FEMA) program funded at 100%.

The Facility Survey Program provides data that is essential to Population Protection Planning. Expected outputs include surveys to identify the physical and architectural characteristics of existing government and public buildings that contribute to the protection of people from all hazards. Buildings are surveyed under one of two categories: 1) essential services buildings such as hospitals, police stations, and fire stations, and 2) buildings to provide shelter to persons displaced from their homes due to a disaster or life threatening emergency.

The survey converts and expands the existing shelter data base by determining suitability and capacity of such buildings to shelter people from multiple hazards, including adaptability of facilities to provide emergency lodging and feeding. In addition, the surveys identify other life support systems and resources needed in emergencies.

Technical assistance is provided to local governments in identifying potential Emergency Operation Centers and their development, and to television and radio stations in the state in support of the Emergency Broadcast System.

Radiological Defense. The Federal Emergency Management Agency provides 100% funding for the Radiological Protection Planning and Development Program and the Radiological Instrument, Maintenance and Calibration Facility. In accordance with FEMA's Integrated Emergency Management Systems (IEMS) a coordinated program of radiological protection planning, training and instrumentation is accomplished.

Specific goals within this program are written radiological plans at all levels of government, training programs to instruct police, fire, rescue and volunteer personnel to understand the basics of radiation and to use specialized radiation detection equipment. Approximately 76 citizens were trained during this year.

DEFENSE AND VETERANS' SERVICES

A key part of this program is the Radiological Instrumentation/Maintenance and Calibration Facility which repairs, calibrates and deploys sets of instruments throughout Maine. This facility is 100% federally funded.

Disaster Preparedness Improvement. The Disaster Preparedness Improvement (DPI) Grant program is authorized under Public Law 93-288, as amended. Annual matching awards are provided to states to improve or update their disaster assistance plans and capabilities.

During the 1989-1990 fiscal year the Public Officials Handbook on Disaster Assistance was updated to reflect recent changes in federal disaster assistance legislation. A model Natural Hazard Appendix was developed and added to the model plan used by the counties. In coordination with Maine Emergency Medical Services, a workshop on the special needs of people with disabilities was developed and offered to police, fire and emergency medical services personnel over the University of Maine Interactive Television (ITV) System. The annual Flood Awareness Public Official's Conference was presented twice via the ITV System and once in Bangor.

A series of resource maps were developed and produced. The State's Temporary Housing Plan was updated. The Damage Assessment, Disaster Assistance and Hazard Mitigation Annexes were reviewed and updated. The Damage Assessment computer spreadsheet was expanded to include local budget information. This spreadsheet is utilized when there is extensive damage due to an emergency situation in this State. It provides a rapid and accurate assessment of the need for federal assistance.

Future projects include the development of a system for the expeditious hiring and transfer of temporary personnel when a disaster must be responded to, the development of a procedures manual for use by temporary personnel, the coordination of a major public information project; a large conference which includes Maine State Police, the Military Bureau, Emergency Medical Services and others involved in the Emergency Management process, and the development of a pamphlet describing the assistance programs available without a Presidential Declaration.

Hazardous Materials. The State Emergency Response Commission (SERC), established pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, met on ten occasions during the previous year in the offices of the Maine Emergency Management Agency (MEMA). The SERC provided assistance and guidance to the State's sixteen Local Emergency Planning Committees (LEPC's), and published policies and procedures for State implementation of the SARA, Title III program. In January 1989, the Maine SERC received an award from the U.S. Environmental Protection Agency (EPA), Region I, for its outstanding efforts in the SARA, Title III program within the New England states.

The SERC Subcommittee for Training conducted five (5) "Awareness Workshops for Local Officials" attended by 175 participants. The SERC also sponsored two (2) presentations of a 24 hour training course for State and municipal responders attended by 50 students. Planning was completed for deployment of a two-day National Fire Academy Hazardous Materials Accident Analysis course in FY 91.

MEMA's planning staff published a hazardous materials planning model to assist LEPC's with their development of plans. The model was consistent with criteria established under SARA, Title III and guidance documents issued by the National Response Team.

MEMA developed an inventory reporting form for compliance under Section 312 of SARA, Title III. Although more detailed than the federal reporting forms, the Maine Chemical Inventory Reporting Form asks for specific information on chemical inventories and the transportation routes. The form was approved by the U.S. EPA in January 1989. It was used for the March 1989 reporting period.

During the first three years of implementation, approximately 600 facilities have reported under the guidelines of SARA, Title III. The massive amounts of information necessitated an emergency request to the legislature for enactment of a reporting fee which would fund an additional hazardous materials planner and provide financial resources for the LEPC's as well as training grants. The bill, L.D. 1475, was enacted by the 114th Legislature and signed by Governor John McKernan on June 26, 1989.

During the previous year, outreach was a major objective. MEMA's hazardous materials planner continues to visit the LEPC's on a frequent basis. In June of 1990, U.S. EPA conducted workshops in Bangor and Portland to provide technical assistance to representatives of the manufacturing sector in compliance with Toxic Release Reporting under Section 313 of SARA, Title III. It was attended by more than 100 individuals representing over 70 businesses. Outreach to industry, the LEPC's, and municipalities, for compliance and planning assistance will continue to be a high priority within this Agency.

Public Information. Public Information within this Agency is accomplished on a collateral duty basis.

The Agency issues approximately 30 Public Service Announcements (PSA) each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and man-made disasters or safety procedures which should be observed in the work place or around the home.

DEFENSE AND VETERANS' SERVICES

Emergency Management Training & Exercise. This is a Federal Emergency Management Agency 100% funded program to coordinate the delivery of FEMA training courses. The training section is responsible for providing training and exercising to personnel of state, county, and local governments; representatives of social welfare and public assistance agencies; and other response personnel from the private sector. This training focuses on mitigation, preparedness and management aspects of response to emergencies. Training is also provided for dealing with radiological and hazardous materials emergencies. This section assists in the development and conduct of simulation exercises to evaluate emergency plans and the capability to respond to emergencies by state, county, and local governments. During FY 90 over 1,200 students participated in a wide range of training and exercise activities conducted by the Agency. This section also coordinated attendance at federal training facilities for 12 state and local personnel.

Within many counties of this state the past efforts in planning, training and exercising were tested under actual disaster conditions.

This section administers the distribution of films and video tapes from the Agency's library to schools, private organizations and local governments.

LICENSES, PERMITS, ETC.:

Completion of Agency sponsored courses and those field courses sponsored by the National Emergency Training Center result most generally in one of the following:

Continuing education credits for police, fire, and EMT's.

Certificate of completion

College credit for semester hours.

PUBLICATIONS: (All available at no cost)

When You Return to a Storm Damaged Home

Questions and Answers on the National Flood Insurance Program

Winter Storms

After the Fire: Returning to Normal

In Time of Emergency

Protection in the Nuclear Age

Handbook for Radiological Emergency Workers

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE EMERGENCY MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	464,538	143,948	13,293		307,297	
Health Benefits	47,712	12,928	1,576		33,208	
Retirement	90,052	29,233	2,571		58,248	
Other Fringe Benefits	5,286	1,760	48		3,478	
Other Contractual Service	108,564	39,478	7,001		62,085	
Rents	2,717	2,717				
Commodities	9,073	2,019	1,006		6,048	
Grants—Subsidies—Pensions	2,787,918	573,577	56,000		2,158,341	
Equipment	83,430	57,078	7,810		18,542	
Interest—Debt Retirement	27	20				7
Transfers to Other Funds	107,694		5,348		102,346	
TOTAL EXPENDITURES	3,707,011	862,758	94,653		2,749,600	

MILITARY BUREAU

BRIG. GEN. NELSON E. DURGIN, DIRECTOR

Central Office: Camp Keyes, Augusta

Telephone: 626-4302

Mail Address: Statehouse Sta. #33, Augusta, Maine 04333-0033

Established: 1972

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37B M.R.S.A., Sect. 2

Average Count—All Positions: 186 State, 821 Federal

Legislative Count: 95

Organizational Units:

Maine Army National Guard

Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-B, Chapter 3), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law has been revised several times to more appropriately reflect and meet the needs and actual functions of the Department. The most recent revisions have eliminated the requirement that the Director of the Military Bureau be the Deputy Adjutant General and changed Civil Defense to the Maine Emergency Management Agency (MEMA).

The Maine National Guard is comprised of the Maine Army National Guard and the Maine Air National Guard. Both are under the command of the Adjutant General, who is appointed by the Governor to supervise and direct their operations.

The Maine Army National Guard: Current Organizational Structure—

- A. Headquarters — State Area Command — Augusta
 - 1. Headquarters and Headquarters Detachment — State Area Command — Augusta
 - 2. Troop Command — Augusta
 - a) 286th Service and Support Battalion, Headquarters and Headquarters Detachment — Gardiner
 - 1. 152d Heavy Equipment Maintenance Company — Augusta
 - 2. 1136th Transportation Company — Light Medium Truck, Brunswick/Bath
 - 3. 314th Medical Company — Millinocket/Gardiner
 - 4. Co B, 3rd Battalion, 172nd Infantry (Mountain) — Rumford/Brewer
 - b) 1st Battalion 152d Field Artillery — Caribou
 - c) 112th Medical Company (Air Ambulance) — Bangor
 - d) 195th Army Guard Band — Bangor
 - e) 121st Public Affairs Detachment — Augusta
 - f) 181st Air Traffic Controllers — Bangor
 - g) 3620th Transportation Detachment (Movement Control) — Augusta
 - 3. 240th Engineer Group, Headquarters and Headquarters Company — Waterville
 - a) 133d Engineer Battalion (Combat)(Heavy) — Portland
 - b) 262d Engineer Battalion (Combat)(Corps) — Bangor

The Maine Air National Guard:

- B. Headquarters Maine Air National Guard — Augusta
 - 1. 101st Air Refueling Wing — Bangor
 - a) 132d Air Refueling Squadron — Bangor

DEFENSE AND VETERANS' SERVICES

- b) 101st Consolidated Aircraft Maintenance Squadron — Bangor
- c) 101st Resources Management Squadron — Bangor
- d) 101st United States Air Force Clinic — Bangor
- e) 101st United States Air Force Clinic OOMC — South Portland
- f) 101st Mission Support Squadron — Bangor
- g) 101st Civil Engineering Squadron — Bangor
- h) 101st Security Police Flight — Bangor
- i) 101st Mission Support Flight — Bangor
- 2. 243rd Engineering Installation Squadron — South Portland
- 3. 265th Combat Communication Squadron — South Portland

PROGRAM: During FY 1990, the Maine National Guard maintained its strength at 4,537 which is comprised of 3,077 Army National Guard and 1,459 Air National Guard. The units of the Maine National Guard are located in 26 communities throughout Maine and National Guard members live and work in all areas of the state. Over one thousand full-time positions are occupied by Maine citizens and over \$56 million in federal funds were generated by the National Guard's presence in Maine.

Maine Army National Guard

Organized to train its members and maintain its equipment, the Maine Army National Guard (ARNG) activities in 1990 can be summarized by the programs of the Operations and Training Directorate and its 4 operational branches: Training & Resources; Mobilization & Readiness; Military Support; and Range/Training Area Management. Major activities of the Training and Resource Division are divided into three categories: Annual Training, Overseas Deployments, Maine Military Academy.

Annual Training: All Maine Army National Guard units performed a minimum of 15 days Annual Training during Fiscal Year 90. The 152d FA Bn located in the northern part of the state, traveled to Fort A.P. Hill, VA, in April and conducted their field training, thereby concurrently exercising their mobilization load plans. The 286th S&S Bn with two subordinate units, the 1136th Trans Co and the 181st ATC conducted their annual training at Deepwoods training site located in Beddington, Maine in June and supported the 329th Eng Gp (USAR) in a CSS operation totaling in excess of 2,600 troops. The 314th Med Co underwent an Emergency Medical Treatment Course qualifying and licensing 12 members as certified EMTs. The 240th Engineer Group, with its two Engineer Battalions, the 133d Engineer Battalion (Cbt) (Hv) and the 262d Engr Bn (Cbt) (Corps), approximately 1,500 strong conducted civic and community action projects in numerous towns starting in Portland and stretching as far North as Ft. Kent, Maine. A few of the projects which typify engineering efforts fall in the areas of constructing boat ramps, replacement of timber bridges, upgrade of roads and scenic turnouts, parking lot expansions and repair, and addition of picnic tables and rest area shelters.

Overseas Deployments: The 152d Maintenance Co. (Hvy Equip) (GS) deployed to Kaiserslautern, Germany in January and worked out of the newly completed National Maintenance Training Center. Technical training was conducted in the repair of small arms, canvas products, performance of rebuild/reconditioning of 2-1/2 ton truck transport engines and some limited training on the Abrams Tank. The 112th Medical Co. (Air Amb) deployed a 50-man cell to Brussels to assist in the aircraft maintenance backlog. Overseas training opportunities are a means of actually putting our mobilization plans to the test and to fine tune areas to improve readiness and deployability.

Maine Military Academy: Fourteen separate instructional programs were conducted ranging from the year-long Officer Candidate School to a week-long Instructor Training Program. The Maine Army National Guard has the facilities and expertise to conduct many of the military courses required, thus providing the flexibility to meet the scheduling needs unique to soldiers whose primary responsibilities are to their civilian employers and family.

Range/Training Area Management: The Maine Army National Guard has two major training areas within the state boundaries. Bog Brook Training Area, located near the New Hampshire border in Gilead, consists of facilities capable of accommodating 150 soldiers in all climatic conditions. A new multi-purpose classroom building has expanded the possibilities of usage to include schools as well as tactical operations. External agencies including the Army Special Forces, Marine Corps, U.S. Army Reserve, and other State National Guard units use the area. Highlighting the area are a just completed military obstacle course and a new rappelling tower. The Deepwoods Training Area consists of 711,000 acres of Champion Paper Company land east of Bangor. This area does not have any permanent facilities, but does offer the opportunity for a mix of tactical and technical engineer training that is not available anywhere else on the east coast. Aviation units from throughout New England use the airspace over Deepwoods for Night Vision Goggle Training and Low Level Tactical flying.

DEFENSE AND VETERANS' SERVICES

MOB/Readiness Branch: All units participated in the JCS Army-Wide Mobilization Exercise in Oct 89. This exercise purged all Mobilization Stations and tested the System-Wide Mobilization Plan.

The Army's Wartime Structure (CAPSTONE) underwent a Major Reorganization in Oct 89 with seven units of the MEARNNG changing affiliation.

Military Support Branch: With continued strong White House and bi-partisan support from Congress, the Fiscal Year 1989 & Fiscal Defense Authorization Acts expanded the mission of the Army and Air National Guard to include support of drug enforcement operations and authorized the Secretary of Defense to provide funds to the states for drug interdiction and eradication operations. The State of Maine's plan for support to local, State and Federal agencies has been used as a model by the National Guard Bureau for several of the other states to follow.

Congressional funding support to the Maine National Guard Drug Enforcement Support Program has sustained a fourfold increase in Fiscal Year 90 over Fiscal year 89.

This additional money will be used to expand support operations across the board to Maine's local, state and federal law enforcement agencies. These agencies include the U.S. Attorney, Drug Enforcement Administration, U.S. Border Patrol, U.S. Customs, Bureau of Intergovernmental Drug Enforcement, Maine State Police, Maine Marine Patrol, County sheriffs and local police departments.

During the past year, the Maine National Guard has responded to 19 requests from law enforcement agencies. This year, to date, we have responded to 30 such requests.

Through the use of helicopters, the Maine National Guard was credited with discovering more than half of all marijuana eradicated in Maine.

During FY 90, the Maine Army and Air National Guard responded to 203 requests for assistance under the Domestic Action Program. These requests were submitted by Federal, State and local agencies and from qualified non-profit agencies. Of the 203 requests for assistance, 121 or 60% were for Engineer Projects; 22 or 11% for the 195th Army Band; 25 or 12% for the 112th Army Helicopter Displays; 7 or 3% for 1136th Transportation Missions; 2 or 1% for the Maine Select Honor Guard and 26 or 3% for Miscellaneous Missions such as parades and involvement in ceremonies.

Engineer construction projects are planned for the towns of Hallowell, Whitefield, Jackman, Charlotte, Lubec, Madawaska, Fort Fairfield, West Chapman as well as at the Augusta Airport, Camp Bomazeen, Woodland Boy Scout Area and several National Guard armories.

These requests cover the entire State of Maine and the Engineer work alone saved the Maine taxpayer almost \$1 million this year.

The 112th Medical Company (Air Ambulance) has flown 22 missions to support the citizens of Maine for the following purposes: 5 Search and Rescue, 7 Medical Evacuations and 10 support to Law Enforcement Agencies.

Directorate of Facilities Engineering: The Facilities Engineering Directorate continued to provide statewide maintenance and repair of armories, while coordinating all construction projects for the Maine Army National Guard. Significant among these is the planning and design for an Armed Forces Reserve Center at Bangor. This will replace the Bangor Armory, Bangor Army Reserve Training Center, and Bangor Naval Reserve Training Center. This will be funded federally with some state funds to be encumbered. Also in the design phase are the additions to the Organizational Maintenance Shop (OMS #5) at Caribou and the Norway Armory. This division also had the lead role in site development for the Deepwoods project, and is currently coordinating in the Environmental Impact Study for this area.

Maine Air National Guard

The Maine Air National Guard provides training and maintenance of equipment for Air Refueling, Combat Communications, and Engineering and Installation Centers in Maine.

Bangor Air National Guard Base

In FY 1990 the 101 AREFW, headquartered at Bangor ANG Base, provided in-state training and overseas deployment for its members. The Air Refueling Mission took members of the unit to all operational areas of the free world in support of the United States Air Force. The Wing flew 1314 missions and logged an incredible 3756 flying hours with 2,102,500 gallons of fuel pumped. At an April ceremony Governor John McKernan presented the 101st AREFW with their fifth Outstanding Unit Award for exceptionally meritorious service in all facets of its Strategic Air Command mission. The 101st Airbase Operability Office was named The Best in the Air National Guard for 1989. Proposed construction projects estimated at more than \$25 million are planned to modernize the Base.

South Portland ANG Station

The 243 Engineering Installation Squadron, and the 265 Combat Communications Squadron are located at South Portland. They train for mobility and are rated by the Air Force Communications Command. Their high state of readiness enables them to deploy to support the Department of Defense

DEFENSE AND VETERANS' SERVICES

worldwide. The 243 EIS received the Outstanding Unit Award for exceptionally meritorious service in their assigned mission. Construction was completed on a new training building at the ANG Base in FY 90.

Throughout Maine, Air National Guard personnel have been involved in civic action projects similar to those conducted by the Army National Guard. Ball field lighting, pole setting and community playground construction are three examples of the type of projects involving Air National Guard members. This type of project provides a dual benefit. Guard members perform required training in their specialties which enables them to meet readiness requirements. Communities, the State, and non-profit organizations receive the design and workmanship needed to complete these projects.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,593,463	1,818,180			1,775,283	
Health Benefits	425,605	231,933			193,672	
Retirement	721,382	375,497			345,885	
Other Fringe Benefits	48,101	18,025			30,076	
Other Contractual Service	1,568,951	468,329	135,891		964,731	
Commodities	458,103	293,816			164,287	
Grants—Subsidies—Pensions	183,604	176,649			6,955	
Equipment	6,745				6,745	
Interest—Debt Retirement	2,430	1,301	13		1,116	
Transfers to Other Funds	19,160		735		18,425	
TOTAL EXPENDITURES	7,027,544	3,383,730	136,639		3,507,175	

STATE EMERGENCY RESPONSE COMMISSION

DAVID D. BROWN, DIRECTOR

Central Office: MEMA

Telephone: 289-4080

Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1987

Reference: Policy Area: ; Umbrella: 94; Unit: 410; Citation: P.L. 464

PROGRAM: This is a Commission reorganized by PL 464. It was first established by Executive Order. Established by Federal Mandate (PL 99-499) 1986. Maine Statutes Title 37B, Chapter 13 outlines the Commission's responsibilities and other provisions related to hazardous materials in Maine. The Commission is primarily responsible for coordinating and implementing emergency planning, reporting and compiling appropriate information. The Commission is also responsible for Maine's sixteen (16) Local Emergency Planning Commissions (LECP).

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

BUREAU OF VETERANS' SERVICES

JAMES A. McMAHON, Director

Central Office: State Office Bldg., Room B9

Telephone: 289-4060

Mail Address: Statehouse Sta. #117, Augusta, Maine 04333

Established: 1947

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 06; Umbrella: 15; Unit: 215; Citation: 37B M.R.S.A., Sect. 501-507

Average Count—All Positions: 32.5

Legislative Count: 31

Organizational Units:

Field Offices (8)

Itinerant Offices (20)

Maine Veterans Memorial Cemetery

Claims Office

PURPOSE: The Bureau of Veterans' Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veterans' Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

Vietnam and Atomic Veterans and Their Families: Resource agency to the Commission on Vietnam and Atomic Veterans. Develop and present a response to federal agencies concerning veterans and their exposure to radiation and toxic chemicals.

Actively seek out veterans who may have been exposed to radiation and toxic chemicals and attempt to involve them in available programs and act as an ombudsman for them.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 853 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 24,006 clients represented by the Bureau of Veteran's Services. A total of 860 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's eight local offices and channeled to the Bureau claims office at the Veteran's Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of actions by the V.A., or appeals on disputed cases were filed. The Bureau had 83,825 contacts by veterans or dependents on veterans affairs and \$3,365,668 in new or augmented benefits were awarded to claimants

DEFENSE AND VETERANS' SERVICES

by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 175 awards of financial aid (Veterans Financial Assistance) were made to Maine veterans and/or to their families.

Veterans Dependents Educational Benefits. Under this program, up to \$300 per year towards the costs of higher education and free tuition in state-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who became 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state-supported institution or if attending a non-state supported institution of higher learning, a maximum of \$300 per year is payable. One hundred sixty-six persons received benefits during the year as follows: 134 attended State-supported colleges, 11 attended Private In-State colleges and 21 attended Private Out-of-State colleges. A total of \$6,412.50 was expended to assist these students.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 43 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board has two programs. There is a Veteran's Small Business Program of which a veteran may apply for up to \$600,000. There is also a program for non-veterans of which individuals may apply for up to \$500,000. A veteran who has a certificate of eligibility may apply for both programs which would make for a guarantee of possibly \$1,000,000. Under the veteran program a guarantee of 100% will be given on amounts up to \$75,000 and 85% on amounts greater than \$75,000. Under the non-veteran program the only guarantee will be 85%.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 400,800 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year, 474 burials were made, of which 337 persons were veterans, 131 were spouses, and 6 were dependent children and at the end of the year, 6,690 persons were buried in the cemetery. Two hundred eighty-eight reservations for burial were made by surviving veterans, spouses and dependent children and at the end of the year there were 3,471 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Maine Veteran's Small Business Loan Program. The Bureau issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veteran's Small Business Loan Program, administered by the Finance Authority of Maine.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1984 Edition.

Informational Pamphlet on Veterans Financial Assistance.

Maine Veterans Memorial Cemetery (Brochure).

Guide to Maine Veterans Benefits, Revised April 1988.

1980 Maine Veterans Census.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BUREAU OF VETERANS' SERVICES						
EXPENDITURES						
Salaries and Wages	658,274	652,712		5,562		
Health Benefits	65,696	64,714		982		
Retirement	128,204	127,120		1,084		
Other Fringe Benefits	7,198	7,107		91		
Other Contractual Service	144,461	96,947		47,514		
Rents	17,535	17,535				
Commodities	24,611	14,684		9,927		
Grants--Subsidies--Pensions	175,796	175,796				
Equipment	349,307	72,374		276,933		
Interest--Debt Retirement	571	477		94		
Transfers to Other Funds	854			854		
TOTAL EXPENDITURES	1,572,507	1,229,466		343,041		

CONTACTS AND CLAIMS REPORT 1989-90

	Portland	Lewiston	Rockland	Waterville	Bangor	Machias	Carlbou	Togus	Alternate	State Office	Agen/O	Grand Totals
Total Contacts	9,388	9,323	4,489	8,766	12,196	3,328	6,411	9,316	5,780	10,770	4,058	83,825
Personal	2,546	1,682	1,043	1,573	1,890	783	1,748	2,501	844	468	154	15,232
Meetings	31	3	0	8	3	0	2	161	4	121	32	365
Telephone	4,455	4,685	2,061	3,996	7,610	1,197	2,649	5,510	3,057	6,337	2,528	44,085
House Call	37	41	5	62	107	37	0	2	52	0	8	351
Correspondence	2,319	2,912	1,380	3,127	2,586	1,311	2,012	1,142	1,823	3,844	1,336	23,792
Mail Received Count	2,713	3,428	3,220	3,339	5,277	2,320	2,850	4,910	3,398	5,361	502	37,318
Claims Filed	99	169	55	119	208	70	140	0	0	0	0	860
Recoveries	515,369	435,886	430,772	564,012	765,793	291,032	362,804	0	0	0	0	3,365,668

VFA Applications (Veterans Financial Assistance)	23	28	14	18	23	16	8	0	87	0	0	217
VFA Awards	23	17	14	17	20	8	8	0	68	0	0	175

Fiscal Year	Contacts	Recoveries
1985-86	75,010	\$2,676,717
1986-87	80,640	\$2,658,769
1987-88	87,195	\$3,007,296
1988-89	95,136	\$3,695,703
1989-90	83,825	\$3,365,668

DEFENSE AND VETERANS' SERVICES

**FISCAL REPORT OF BURIALS
JULY 1, 1989—JUNE 30, 1990
Maine Veterans Memorial Cemetery (MVMC)**

TOTAL BURIALS DURING FY=474

Vets	Spouses	Children
337	131	6

TOTAL RESERVATIONS DURING FY=288

Vets	Spouses	Children
75	207	6

TOTAL RESERVATIONS CANCELLED DURING FY=0

Vets	Spouses	Children
0	0	0

TOTAL UNFILLED RESERVATIONS DURING YEAR=193

Vets	Spouses	Children
37	153	3

TOTAL BURIED SINCE MVMC BEGAN=6698

Vets	Spouses	Children
5317	1283	98

TOTAL BURIED AS OF 6/30/90=6690

Vets	Spouses	Children
5313	1279	98

TOTAL RESERVATIONS FILLED AS OF 6/30/90=779

Vets	Spouses	Children
272	499	8

TOTAL UNFILLED RESERVATIONS AS OF 6/30/90=3471

Vets	Spouses	Children
716	2713	42

TOTAL DISINTERMENTS DURING FY=1

Vets	Spouses	Children
1	0	0

TOTAL RESERVATIONS FILLED DURING FY=90

Vets	Spouses	Children
24	65	1

TOTAL DISINTERMENTS SINCE MVMC BEGAN=8

Vets	Spouses	Children
4	4	0

TOTAL RESERVATIONS SINCE MVMC BEGAN=5269

Vets	Spouses	Children
997	3220	52

TOTAL RESERVATIONS CANCELLED AS OF 6/30/90=19

Vets	Spouses	Children
7	10	2

MVMC ELIGIBILITIES CERTIFIED DURING FY=955

(In-State) Certificates = 795

(Out-of-State) Certificates = 160

VETERANS DEPENDENTS EDUCATIONAL BENEFITS PROGRAM
July 1, 1989 through June 30, 1990

State Supported Colleges		Private Colleges In-State		Private Colleges Out-of-State		Total
Total Applications Processed	263	Total Applications Processed	23	Total Applications Processed	23	309
New Applications	78	New Applications	7	New Applications	9	94
Applications Granted	72	Applications Granted	7	Applications Granted	11	90
Denied Applications	10	Denied Applications	0	Denied Applications	0	10
Students Enrolled	223	Students Enrolled	28	Students Enrolled	36	287

COMMISSION ON VIETNAM AND ATOMIC VETERANS

MATTHEW DYER

Central Office: Bureau of Veterans Services/Augusta, ME

Telephone: 289-4065

Mail Address: State Office Bldg., Statehouse Sta. #117, Augusta, Maine 04333

Established: 10/1/89

Reference: Umbrella: 92; Unit: 523

Average Count—All Positions: 10

Legislative Count: 2

PURPOSE:

The Commission on Vietnam and Atomic Veterans was established to serve as a Resource Agency responsible for developing and presenting a response to federal agencies concerning veterans and their exposure to radiation and toxic chemicals.

The Commission actively seeks out veterans who may have been exposed to radiation and toxic chemicals and attempts to involve them in available programs and act as an ombudsman for them.

ORGANIZATION:

The Commission on Vietnam and Atomic Veterans was created in October 1989 and is administered under the Bureau of Veterans Services. The commission has 8 official board members and 2 paid employees. The paid employees are located in the office of the Bureau of Veterans Services in the Basement of the State Office Building.

PROGRAM:

Vietnam and Atomic Veterans and Their Families: The commission has actively sought out veterans who may have been exposed to radiation and toxic chemicals and attempted to involve them in available programs and acted as an ombudsman for them. During this fiscal year the Commission has composed a list of 300 names of veterans who claim to have been exposed.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

H. SAWIN MILLETT, JR., COMMISSIONER
DEPARTMENT OF FINANCE

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-3446

Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1973

Sunset Review: Not Established

Reference: *Policy Area:* 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Employees Deferred Compensation Plan Booklet. Rev. 1989*

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

HUGH G. FARRINGTON, CHAIRMAN
HENRY BOURGEOIS, President

Central Office: 45 Memorial Circle, Augusta
Mail Address: 45 Memorial Circle, Augusta, Maine 04330

Telephone: 622-6345

Established: 1977

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A., Sect. 916

Average Count—All Positions: 10

Legislative Count: 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development and quality of life in Maine.

The Foundation has a four-part program to accomplish its objectives:

- Economic policy development.
- Economic education through the Institute on the Maine Economy.
- Development projects of statewide significance.
- Regional economic development strategies.

The Foundation is unique in the country and has received national recognition for its innovative and results-oriented, problem solving approach.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the Board of Directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are \$50/year for public corporators and \$250/year for private corporators.

PROGRAM: The Foundation's program for 1990 includes the following:

The Institute on the Maine Economy trains state legislators on how the Maine economy works. The Institute provides briefing sessions, data books, and economic tours for Maine state legislators on the basics of the Maine economy and the impact of their policy decisions on business investment. Over 100 of the State's 186 legislators directly participate in the Institute's programs on an ongoing basis. This "classroom without walls" achieves impressive results by providing basic facts about the Maine

DEVELOPMENT FOUNDATION

economy to legislators and enhancing the business-government partnership in Maine.

The Institute's Business Leaders Program familiarizes business leaders with how the Maine State Legislature works and how government operates. The business program is the "flipside" of the basic Institute program for the legislators, and gives top executives a working knowledge of the legislative process by pairing them with a legislator during the session.

The **Maine Aspirations Compact** is a new program of the Foundation to develop education-business partnerships in elementary and secondary schools. The program is jointly sponsored with the Department of Educational and Cultural Services. The Maine Aspirations Compact, represented by a 33-member Advisory Board supports the formation of local aspirations compacts throughout the state and has released *Helping Children Succeed—Strategies for Increasing the Aspirations of Maine's Youth*. This report recommends integrated, comprehensive strategies for raising student aspirations. This year the Compact produced a handbook to help local compacts and others implement the strategies in *Helping Children Succeed*. Beginning January 1, 1990, the Maine Aspirations Compact ceased to exist, and the program efforts are now being conducted by the newly created Maine Aspirations Foundation.

The third annual **Maine Symposium** will be conducted to provide Maine's public and private leaders an opportunity to examine long-term critical issues that will have an impact on Maine's economic future and quality of life. The 1990 Maine Symposium will focus on "Rethinking Education for Maine's Children."

Statewide Strategies and Analyses are prepared by the Foundation and include the State's first economic development strategy, *Establishing the Maine Advantage*. Other recent studies focus on telecommunications capacity in Maine, analyses of the availability of start-up capital for small Maine firms, and the technology strategy for Maine which resulted in the creation of the Science and Technology Board. Earlier studies examined industry sectors including the poultry industry, paper and wood products industry, fishing industry and an analysis of marketing of Maine products.

PUBLICATIONS:

Annual Report, The Maine Development Foundation

Helping Children Succeed—Strategies for Increasing the Aspirations of Maine's Youth, limited number available.

Questions of Health—A Guide to Health Issues and the Maine Economy, limited number available.

Helping Children Succeed: A Handbook of Programs, Schools and Resources which are making a difference, limited quantity available, first copy is free, each additional copy is \$3.50.

Our Built Environment: Thinking Strategically About Maine's Infrastructure, limited quantity available.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	247,612	247,612				
TOTAL EXPENDITURES	247,612	247,612				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JEAN C. MANNING, CHAIR

PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Bldg., Augusta

Telephone: 289-4213

Mail Address: Statehouse Sta. #139, Augusta, Maine 04333

Established: October 1, 1974

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to persons with developmental disabilities of all ages in Maine. The Council serves as an advocate for persons with developmental disabilities by providing a public forum for consumers, parents and family members to meet with state agency representatives and other providers to address the service needs of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their positions in state government. Appointees are persons with developmental disabilities, parents or guardians of such persons, representatives of higher educational facilities, and other groups concerned with services to persons with developmental disabilities in Maine. Those who serve by virtue of their positions are representatives of the three principal state agencies that serve persons with developmental disabilities. Council membership reflects a regional distribution across the State, as well as an attempt to equitably represent disabilities associated with the target population.

The Council is staffed by an Executive Director, a Policy Analyst, a Planner, and a Secretary. Administrative support is provided as needed by the Department of Mental Health and Mental Retardation. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's committees assist in determining its annual activities. The Legislative Committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's legislative program. The Plan Development Committee oversees the development and implementation of the State Plan. The Monitoring and Evaluation Committee participates in reviewing each annual survey report and plan of corrections for ICF/MR facilities and in evaluating the implementation of the State Plan. The Council's Executive Committee reviews issues to be brought before the Council and sets the agenda for monthly meetings.

PROGRAM: The following is a sampler of Council activities as it addressed the objectives of the Two Year Transitional State Plan (the Transitional State Plan covers the span of time that includes the initial stages of the 1990 Report, its preparation and submission, and its review and development of an implementation plan by the Council) for meeting the needs and preferences of people with developmental disabilities. Priority areas selected for the Two Year Transitional State Plan are Child Development, Community Living and Employment. As examples of its activities in 1990, the Council participated in:

1. **Family Support.** The development of a network of family support services has emerged as the Council's major emphasis. The Council published "Caring for Families Who Care," a report that offers a series of recommendations and action plan for family supports to improve families' ability to maintain a family member with disabilities at home. Elements of family support have been addressed in all three priority areas. Under the employment priority area the Council has helped to set up a community education program that has an emphasis on parent/family involvement in the Transition Coordination network. Under Child Development the Council helped to develop a videotape on Infant Mental Health, organized a family support conference in cooperation with state and private agencies, and co-sponsored a series of presentations to school-age children designed to promote awareness and integration in the school setting. Under Community Living, the Council has co-sponsored the Castine Family Weekend, is in the early stages of planning for demonstration projects in family counseling and therapy, and will offer an

DEVELOPMENTAL DISABILITIES

RFP (Request for Proposals) to establish and enhance family support groups to address the goal of a system of family supports and services.

2. **Advocacy for Change.** Probably the single most important Council activity under Family Support is the "Advocacy for Change" project. This project was made possible through a technical assistance grant from Human Services Research Institute out of Cambridge, Mass. The Council coupled the AFC technical assistance with its own resources and those of other DD-related agencies to educate families about advocacy and change in policies related to family support services in Maine.
3. **The Autism Society of Maine** received support from the Council, Bureau of Mental Retardation and Children with Special Needs, and the Division of Special Education to aid in chapter development. The Autism Society of Maine offers a range of informational and educational services to schools and social and medicaid service agencies.
4. **University Affiliated Program.** The Council, in conjunction with the University of Maine, Eastern Maine Medical Center, State agencies responsible for provision of services to persons with disabilities, other programs in the University system, private service providers and various parent, consumer and advocacy programs in Maine, is undertaking a planning effort to submit a University Affiliated Program (UAP) proposal in Spring of 1991. A UAP in Maine would feature: Interdisciplinary training for personnel concerned with developmental disabilities, demonstration of exemplary services to persons in settings which are integrated and technical assistance to generic and specialized agencies, and dissemination of findings related to provision of services, and information on the needs for further services related research.
5. **Meeting the New Requirements of the Developmental Disabilities Act.** The Developmental Disabilities Assistance and Bill of Rights Act of 1987 mandated certain activities for Developmental Disabilities Councils. To meet these requirements the Maine Council conducted a survey of consumer satisfaction and a survey of unmet needs (unserved and underserved populations) both of which were a part of a final written report on the outcomes of the survey's and public input on the surveys, the report and its recommendations. This final document was called the "1990 Report." The "1990 Report" was submitted to the Governor, the Legislature and federal agencies. The "1990 Report" contained some 47 recommendations for expansion and enhancement of the DD service network. Many of these recommendations focused on the need for family support services. The 1992-94 Three Year State Plan will include an implementation plan for selected recommendations from the "1990 Report."

PUBLICATIONS:

ALL FREE (limited availability on asterisked items)

- DD Dispatch (The Council's Bi-monthly newsletter)
- Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)*
- Two Year Transitional State Plan
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities
- Just Like Me: Disability Awareness Activities
- Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities
- Transition: Beyond Special Education
- Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee*
- The "1990 Report"

FINANCES, FISCAL YEAR 1990: 34B MRSA, Sect 1211, paragraph 2, provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

LYNN WACHTEL, COMMISSIONER

KATHRYN J. RAND, Deputy Commissioner for Comprehensive Land Use Policy

NANCY C. SEWALL, Deputy Commissioner for Business Development

LEONARD A. DOW, Director for Community Development

HILARY N. SINCLAIR, Director for Tourism

Central Office: 193 State Street, Augusta;

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Telephone: 289-2656

Established: 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 100; Citation: 5 M.R.S.A., Sect. 13053

Average Count—All Positions: 86

Legislative Count: 79

Organizational Units:

Office of the Commissioner

Office of Administration

PURPOSE: The Department of Economic and Community Development has four major policy functions: business attraction and assistance, tourism development and management, community development, and comprehensive land use planning. The Commissioner of Economic and Community Development designs and implements programs to meet these purposes. A significant number of programs require the Department to coordinate a variety of activities with Maine's public and private sectors.

This Office of the Commissioner is responsible for financial management including budgeting, accounting, bookkeeping, business management including purchasing, contracting and information automation; personnel and labor relations, payroll; administration and support functions to the advisory councils and commissions.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of a general reorganization of state government, it became the Department of Commerce and Industry. The Department was abolished in June 1975, and its functions were transferred to other new or existing agencies. At the same time, the State Development Office was established within the Executive Department and was assigned the general development functions of the former Department of Commerce and Industry.

On October 1, 1987, the State Development Office was abolished. Its functions, together with development activities formerly conducted by the State Planning Office and the Department of Conservation, were assigned to the new, cabinet-level Department of Economic and Community Development.

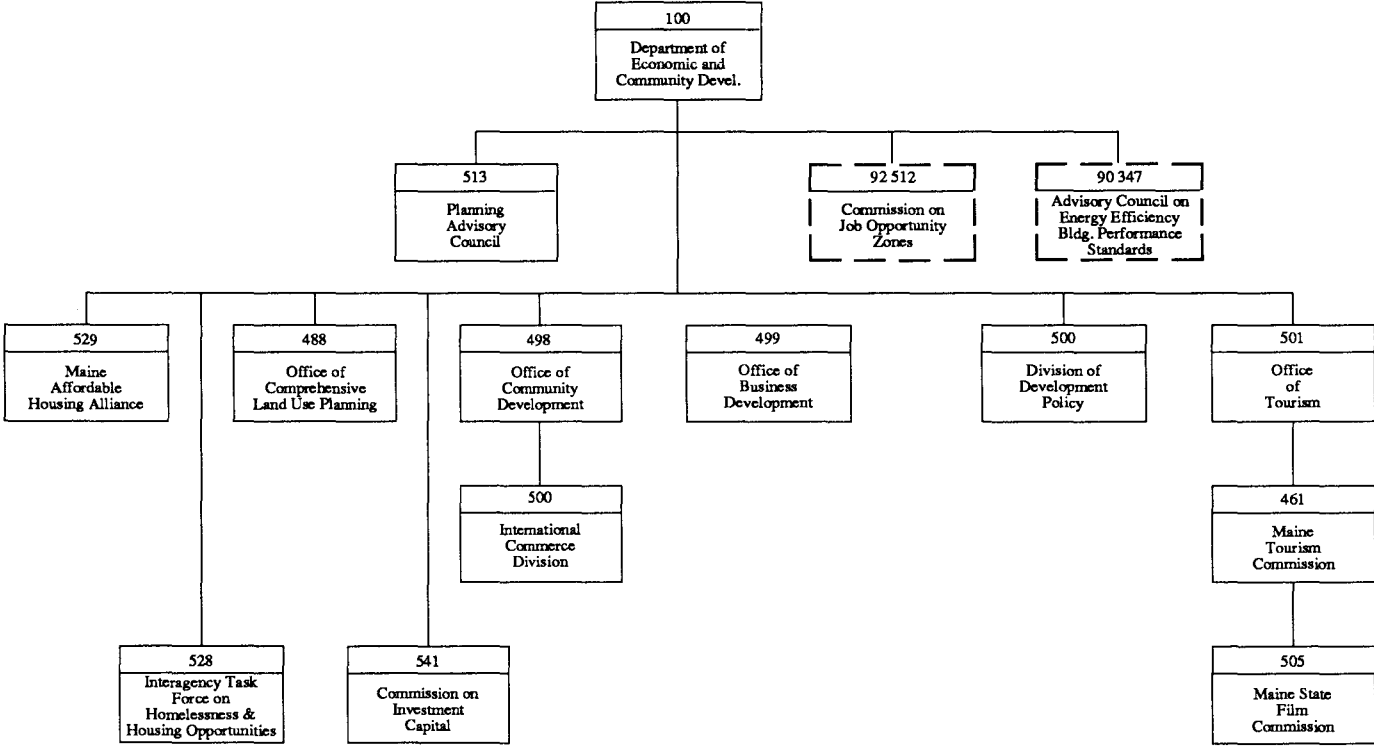
The Department of Economic and Community Development has several subsidiary offices and divisions. The Department includes an Office of the Commissioner, an Office of Business Development, an Office of Tourism, an Office of Community Development, and an Office of Comprehensive Land Use Planning.

The Office of the Commissioner provides central department administration and management of financial, personnel, and administrative procedures to conform with state and federal requirements. It provides administrative and technical support services to the department's divisions and programs; and responds to requests for public information. This office has an average count—all positions of 11 and a legislative count of 11.

The Department also provides administrative and other support functions to the Business Advisory Council, the Maine Tourism Commission, the Maine State Film Commission, Small Business Commission, and a number of task-oriented citizen and professional groups whose purposes are to advise the Department or the Governor.

PROGRAM: For program information, see portions of this report dealing with specific agencies within the Department of Economic and Community Development.

ORGANIZATIONAL CHART
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
UMB 19



ECONOMIC AND COMMUNITY DEVELOPMENT

Approved by the Bureau of the Budget

ECONOMIC AND COMMUNITY DEVELOPMENT

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,679,163	2,051,626	145,436		482,101	
Health Benefits	198,392	144,822	12,107		41,463	
Retirement	456,147	334,652	28,600		92,895	
Other Fringe Benefits	36,036	28,473	1,880		5,683	
Computer Services—State	3,856	3,576			280	
Other Contractual Service	4,760,630	4,590,256	90,631		74,841	4,902
Rents	251,089	245,389	646		4,949	105
Commodities	146,566	140,653	1,358		4,555	
Grants—Subsidies—Pensions	16,450,713	3,633,757	869,723		11,947,233	
Equipment	44,323	44,323				
Interest—Debt Retirement	72	28			44	
Transfers to Other Funds	37,567		32,261		5,306	
TOTAL EXPENDITURES	25,064,554	11,217,555	1,182,642		12,659,350	5,007

ECONOMIC AND COMMUNITY DEVELOPMENT

PUBLICATIONS:

See listings for individual offices.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	321,843	321,181			662	
Health Benefits	21,903	21,903				
Retirement	59,726	59,426			300	
Other Fringe Benefits	4,552	4,552				
Computer Services—State	1,967	1,967				
Other Contractual Service	176,905	158,413	18,492			
Rents	26,278	26,203	75			
Commodities	15,471	15,435	36			
Grants—Subsidies—Pensions	75	75				
Equipment	35,937	35,937				
Interest—Dept Retirement	13	13				
Transfers to Other Funds	1,599		1,599			
TOTAL EXPENDITURES	666,269	645,105	20,202		962	

MAINE AFFORDABLE HOUSING ALLIANCE

PERLEY G. BEANE, Director

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: October 1, 1989

Reference: Policy Area: 01; Umbrella: 19; Unit: 527; Citation: Title 5 M.R.S.A., Sub-section 13116

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Affordable Housing Alliance, a new division within the Department of Economic and Community Development, is a state-wide initiative formed to support local affordable housing needs. It was established by the Affordable Housing Partnership Act of 1989 to assist municipalities in developing affordable housing under Title 30-A, Chapter 202. The Alliance has targeted \$6.5 million dollars in development and technical assistance funds designed to help meet local affordable housing goals.

To meet this challenge the Maine Affordable Housing Alliance will be implementing three new housing programs. In addition to establishing these programs, they will be assisting municipalities through other approaches. These may include:

Conducting an active public education campaign about the importance of affordable housing.

Facilitating the formation of Local/Regional Housing Alliances, local coalitions of government officials, business people, community leaders and non-profit housing organizations that work together to address local housing needs.

Providing technical assistance to municipalities and developing a clearinghouse of information about state and national resources, creative financing techniques, local regulation issues, successful community affordable housing initiatives and technical innovations to reduce housing cost.

ORGANIZATION: The Commissioner of Economic and Community Development appoints the director, and provides staff to the Maine Affordable Housing Alliance.

The Affordable Housing Alliance Advisory Committee serves as an advisory group to the

ECONOMIC AND COMMUNITY DEVELOPMENT

commissioner. The Committee consists of 15 members representing both the public and private sectors and includes:

Nine members appointed by the Governor to serve three year terms.

Five members appointed jointly by the President of the Senate and the Speaker of the House of Representatives to serve three-year terms.

The Director of the Maine State Housing Authority serves on the Committee.

The Chairperson of the Advisory Committee is elected from among the Committee members.

PROGRAM: The Maine Affordable Housing Alliance has been given three separate allocations of funds each requiring a separate program and rule. They are as follows:

Municipal Revolving Loan Fund—\$4,000,000. This fund will be used to provide low-interest loans/grants to municipalities for public service infrastructure improvements for the development of long-term affordable housing.

Municipal Land Acquisition Revolving Fund—\$500,000. This fund will be used to provide low-interest loans to municipalities for the acquisition of land for affordable housing.

Housing Opportunity Zones Fund—\$2,000,000. This fund will be used to provide low-interest loans/grants to demonstrate housing opportunity zones in order to improve deteriorating residential areas and restore them to decent, sanitary and safe neighborhoods.

Because this is a new program, staffed since February, 1990, we have not funded any projects. We have developed our rules, held our public hearings, received written comments and our rules (3) are now law. Much effort has been expended in promoting the Maine Affordable Housing Alliance with municipalities, planning groups and non-profits. We are now working with forty-one (41) communities, seventeen of which have already been designated as MAHA communities, and are about to extend invitations for our first round of funding.

FINANCES, FISCAL YEAR 1990: This unit did not expend any funds during this period.

OFFICE OF BUSINESS DEVELOPMENT

NANCY C. SEWALL, Deputy Commissioner for Business Development

Central Office: 187 State Street, Augusta;
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Telephone: 289-3153

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 499; Citation: 5 M.R.S.A., Sect. 13061

Average Count—All Positions: 11

Legislative Count: 11

PROGRAM: There are four major business assistance activities within the Office of Business Development. The Business Answers program has served over 32,000 individuals and businesses who have questions about doing business in Maine, particularly in regard to government regulations and permits.

The Office of Business Development continues funding for the Small Business Assistance network in Maine. This network offers small business counseling services to small businesses. There are eight centers currently in operation throughout the state.

The Maine Products Marketing Program has also been developed under this office. This program offers Maine producers assistance in marketing their industrial and consumer products through selected trade shows and catalogs.

The Maine Supplier Access System will link Maine producers and suppliers with subcontractors and businesses both in-state and out-of-state. The program will also offer procurement assistance to Maine businesses through the Procurement Assistance Center in Bangor.

The Office of Business Development works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental

ECONOMIC AND COMMUNITY DEVELOPMENT

regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financial options; training assistance regarding federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities and conversely, reliable producers of Maine products.

A further objective of the Office's business development activities is to encourage and assist industries from outside the state of Maine to establish operations within the state.

A major, targeted marketing effort launched this year included fall and spring magazine advertising campaigns in key publications establishing the benefits of doing business in Maine. Business development opportunities were generated as a result of the marketing effort.

PUBLICATIONS:

"Answers: A Guide To Doing Business in Maine" (free)

Business Start-up Kit (free)

Maine Public Development Financing Brochure (free)

Maine: A Statistical Summary (free)

Maine: The Way Life Should Be (free)

Maine: We're the Future for America's Business (free)

Maine Made: America's Best Product Catalog (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF BUSINESS DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	364,511	364,511				
Health Benefits	22,407	22,407				
Retirement	55,850	55,850				
Other Fringe Benefits	5,533	5,533				
Other Contractual Service	2,141,324	2,141,324				
Rents	39,411	39,411				
Commodities	75,153	75,153				
Grants—Subsidies—Pensions	410,898	410,898				
TOTAL EXPENDITURES	3,115,087	3,115,087				

OFFICE OF COMMUNITY DEVELOPMENT

LEONARD DOW, Deputy Commissioner

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 498; *Citation:* 5 M.R.S.A., Sect. 13072

Average Count—All Positions: 23.5

Legislative Count: 23.5

PURPOSE: The Office of Community Development exists to serve local government in Maine by providing a range of planning and development tools. Activities within the Office include administration of the Community Development Block Grant Program, provision and planning and technical assistance, implementation of the Job Opportunity Zone Program, administration of the Tax Increment Financing Program, administration of the Division of Energy Conservation, administration of the Maine Affordable Housing Alliance, implementation of the Community Industrial Building Program, implementation of the Economic Corridor Action Program, and the State's Homeless Program.

ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATION: The Deputy Commissioner for Community Development is the Director of the Office of Community Development, which operates with four basic units—the State Contact Agency for Homeless Program, the Community Development Block Grant Section, the Affordable Housing Alliance, the State Initiatives Section, and the Division of Energy Conservation.

PROGRAM:

Community Development Block Grant Program: The Department of Economic and Community Development assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) on October 1, 1987, from the State Planning Office which had been administering the program since 1982. CDBG funds were awarded in the years 1982 through 1989 by the Community Revitalization Program, the Development Fund, and a Planning Grant Competition. An Advisory Committee, composed of State, regional and local officials assisted in establishing the program and continues to advise the State on program policies and goals. The CDBG goal for 1989 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The Office of Community Development and its predecessor, the State Planning Office, administered a total of \$82 million in CDBG funds in 1982 through 1989. These funds supported block grants for local community development which resulted in: extensive public facility improvements, the creation of many hundreds of new jobs, and the rehabilitation of several hundred commercial/residential structures.

The 1989 CDBG program consisted of the following components: (1) Reserved Grants, (\$3.0 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants (\$5.7 million) to support a wide variety of community development initiatives; (3) a Development Fund (\$750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Planning Grants (\$100,000) to assist and implement a local development plan; and (5) Technical Assistance Grants (\$50,000) to nonprofit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program. The remainder of the State's CD funds (\$299,000) were used for State administration of the program.

Planning Technical Assistance: Outreach efforts to local officials have been expanded with improved workshop offerings and the preparation of new and updated technical handbooks and related materials.

The office sponsored a series of training workshops for Regional Council staff members to improve skills in areas such as administering subdivision and shoreland zoning ordinances at the local level, floodplain management, public participation, and capital improvements planning. Accompanying technical materials, (e.g. forms, case studies, and model ordinances) were distributed at these workshops, and in turn, were made available to local officials through regional workshops and meetings.

Technical assistance also included the publication of numerous handbooks covering topics such as capital improvements planning, conducting natural resource inventories, subdivision review, enforcing local codes and ordinances, and Maine's planning and land use laws.

Flood Insurance Program: The Office of Community Development is the coordinating agency for the National Flood Insurance Program (NFIP). The NFIP provides \$156 million of flood insurance protection for 2,798 owners of structures in Maine's Special Flood Hazard Areas.

A major program activity was to assist approximately 300 communities with the adoption of local floodplain management ordinances consistent with new federal and state minimum standards; by adopting these ordinances, municipalities remained eligible to participate in the NFIP. The Office also worked closely with municipal officials and Regional Council staff on the administration and enforcement of local floodplain ordinances. In addition, technical assistance related to flood damage reduction was provided to businesses, surveyors, banks, and other individuals throughout the state.

Hazard Mitigation: As a result the Office of Community Development was designated the lead state agency for preparation of Maine's Hazard Mitigation Plan. The Plan, submitted to the Federal Emergency Management Agency in January 1988, contains a comprehensive overview of the states natural hazards and cost effective methods for reducing damage to people and the built environment.

The office is also working cooperatively with the New England Division of the Army Corps of Engineers on federally funded flood damage reduction studies of the Androscoggin, Kennebec, Penobscot, and Saco River basins.

Coastal Program-Local Assistance Grants: Under Maine's Coastal Program, 19 communities were awarded grants for small scale waterfront development provided by the U.S. Department of Commerce. Development and access projects included acquisition of waterfront property for public access, construction of small oceanfront and riverfront parks, and rehabilitation of dock facilities.

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Planning projects focused on improving harbor and waterfront management, expanding coastal access opportunities for commercial and recreational users, and increasing local code enforcement capabilities.

Community Parks and Recreation: The program secured approval from the National Park Service for 14 new community park developments and acquisitions plus 6 amendments to existing projects amounting to \$473,750 in federal Land and Water Conservation Fund monies.

In addition to new projects, over 90 federal acquisition and development projects involving approximately \$2,000,000 were administered. The program was also responsible for post completion management of approximately 550 recreationally designated sites acquired or developed with Land and Conservation Fund assistance.

The "Recreation News" newsletter was published quarterly and distributed to over 900 community and school officials with notices of grant availability, technical bulletins and general recreation administration information. Other technical assistance involved preliminary plans for recreational development, recreation planning, and recreation administration.

Program personnel worked closely with the Land for Maine's Future Board and with the Office of Tourism to help establish priority systems for state funding.

Further strengthening liaison with the Maine Recreation and Parks Association, the program supported efforts to improve the quality of children's sports through the promotion of a coaches education program that stresses sports ability improvement, full participation, safety, and social interaction over the "win at all costs" strategy.

PUBLICATIONS:

1989 CDBG Final Statement

1989 CDBG Application Overview

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF COMMUNITY DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	932,053	427,356	145,436		359,261	
Health Benefits	65,252	24,720	12,107		28,425	
Retirement	173,393	76,352	28,600		68,441	
Other Fringe Benefits	10,405	5,017	1,880		3,508	
Computer Services—State	1,154	1,154				
Other Contractual Service	292,270	177,897	69,157		40,314	4,902
Rents	98,160	95,022	571		2,462	105
Commodities	18,831	14,213	1,164		3,454	
Grants—Subsidies—Pensions	12,978,353	1,312,857	869,723		10,795,773	
Equipment	7,995	7,995				
Interest—Dept Retirement	11				11	
Transfers to Other Funds	35,968		30,662		5,306	
TOTAL EXPENDITURES	14,613,845	2,142,583	1,159,300		11,306,955	5,007

ECONOMIC AND COMMUNITY DEVELOPMENT

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

CAROLYN M. MANSON, Department of Economic & Community Development

Central Office: Stevens School Complex, Hallowell Annex, Winthrop Street, Hallowell, Maine

Telephone: 289-6000

Mail Address: Statehouse Station #53, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 90; Unit: 347; Citation: 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of the Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Energy Conservation Division pursuant to that chapter.

ORGANIZATION: Current members are: A. Neil Finlayson, Professional Engineer; Winton F. Scott, Jr., Professional Architect; Sheldon S. White, Jr., Non-Residential Building Contractor; Ken McAfee, Banking Industry Representative; J. Richard Martin, Industry Representative; Robert L. Buck, Elected Official; Donald Grant, Building Inspector; Jay LeGore, Residential Building Contractor; William Burney, Elected Official; and George Cyr, Commercial Community Representative.

PROGRAM: The Advisory Council was active during FY 1990 and met on July 18, 1989 and October 18, 1989. Rules implementing Maine's Mandatory Energy Efficiency Building Performance Standards were promulgated by the former Office of Energy Resources in the fall of 1989. The Advisory Council met and approved these laws according to Title 10, §1414.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic and Community Development.

DIVISION OF INTERNATIONAL COMMERCE

Central Office: 187 State Street, Augusta;

Telephone: 289-5700

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 500; Citation: 5 M.R.S.A., Sect. 13101

Average Count—All Positions: 2

Legislative Count: 2

PROGRAM:

International Commerce: The division developed and implemented an international commerce plan for the department. This new program has two major components: investment attraction and international partnership support to local and regional organizations. Additionally, the division supports trade promotion activities coordinated by the Maine World Trade Association and conducted on behalf of the state.

The investment attraction component activities include: research for targeting purposes, development of marketing plans and materials, trade missions and follow-up prospect work with potential investors.

The international partnership component has a grant program and serves to promote international commerce activities at the local and regional levels. The Maine International Participation Program (MIPP) provides grants to qualified non-profit groups around the state to support the creation of long-term international ties. Those ties, in turn, will lead to increased opportunities for international business.

ECONOMIC AND COMMUNITY DEVELOPMENT

PUBLICATIONS:

"The Maine Canada Connection: New Opportunities for Maine Businesses" (produced in partnership with the Canadian American Center)

"The Canada-U.S. Free Trade Agreement and Potential Effects on Major Sectors of the Maine Economy"

"Maine U.S.A.: We're the Future for Business in America" (in German, English and French and in Japanese)

"Maine Survey of Manufacturing Companies International Business Interests"

COMMISSION ON INVESTMENT CAPITAL

LYNN WACHTEL, CO-CHAIR

SHEPARD LEE, CO-CHAIR

Central Office: 193 State Street, Augusta;

Telephone: 289-2656

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: April 24, 1990

Sunset Termination Starting by: August 1, 1993

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 499; *Citation:* 5 M.R.S.A., Sect. 13064

PURPOSE: The Commission on Investment Capital was established to undertake a comprehensive evaluation of the investment capital needs of the State, including an analysis of the sources and magnitude of the current capital investments in all sections of the State's economy, an analysis of the obstacles to capital investments in the State, the identification of sources of funds in the State that may be used to leverage new capital investments, and a review of the impact and opportunities resulting from foreign investment in the State.

ORGANIZATION: The Commission is composed of 17 members, including the Commissioner of Economic and Community Development, the Director of the Maine State Housing Authority, the Chief Executive Officer of the Finance Authority of Maine, the Executive Director of the Maine State Retirement System, the Director of the Maine Municipal Bond Bank, 2 Senators, 3 members of the House of Representatives, 6 members of the public appointed by the Governor, and one member of the public appointed jointly by the President of the Senate and the Speaker of the House of Representatives.

The Commission is co-chaired by the member of the public appointed jointly by the President of the Senate and the Speaker of the House of Representatives, and the Commissioner of Economic and Community Development.

PROGRAM: The first meeting of the Commission was held in Fiscal Year 1991 (July 17, 1990).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

INTERAGENCY TASK FORCE ON HOMELESSNESS AND HOUSING OPPORTUNITIES

MARGARET MARSHALL, PROGRAM MANAGER

Central Office: 219 Capitol Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: October 1, 1989

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 528; *Citation:* 5 M.R.S.A., Sect. 13086

ECONOMIC AND COMMUNITY DEVELOPMENT

PURPOSE: The purpose of the Interagency Task Force on Homelessness and Housing Opportunities is to:

- 1). review and make recommendations regarding policy, programs and funding
- 2). identify resources available and gaps in the delivery of services to the homeless and persons with special needs.

ORGANIZATION: The Interagency Task Force on Homelessness and Housing Opportunities was created as part of the Affordable Housing Partnership Act, effective October 1, 1989. As legislated, the Task Force includes representatives of the Departments of Human Services, Labor, Corrections, Educational and Cultural Services, Mental Health and Mental Retardation, Economic and Community Development, Maine State Housing Authority and Division of Community Services. Also representatives from a community action agency, a non-profit agency providing shelter to the homeless, a non-profit housing development corporation, municipalities, and representative of the low income population serve on the Task Force.

The Chair of the Task Force is the Program Manager for State Initiatives, Office of Community Development, and also the State Contact.

PROGRAM: The Task Force has been working toward identifying services to the homeless and at risk of homelessness, those gaps that exists in services. The Task Force will report to the Governor and the 115th Legislature on the findings and make recommendations for changes and funding.

Workshops have been planned and will be sponsored by the Task Force that will provide technical assistance from the Federal Agencies informing us of available Federal Resources, how to coordinate those resources and provide TA on grant writing.

Two pilot projects will be held in an urban and rural site to bring together the members of the Task Force, local shelter providers and local service providers. The intent is to create a method for identifying solutions to problems encountered by homeless persons and service providers that are made difficult by policies, procedures and programs now offered through state agencies.

A report to the Governor and the Legislative Committee is being prepared that will report on the progress made by the Task Force. There is still much to be done but the working relationships that have been established between the members of the Task Force has led to better coordination.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic and Community Development.

MAINE FILM OFFICE (OFFICE OF TOURISM)

D. LEA GIRARDIN, DIRECTOR

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrelia: 19; Unit: 505; Citation: 5 M.R.S.A., Sect. 13095

Average Count—All Positions: 1.0

Legislative Count: 0

PURPOSE: The Maine Film Office was created by law to serve as the official liaison between the film and video production community and the State of Maine. The Office's broad directive is to introduce the filmmaking and broadcast industry to the variety of locations available in Maine and to assure the support of technically skilled people and cooperation from the state and local authorities and the communities at large.

To accomplish these aims, the Film Office responds daily to a wide variety of production related requests. The office also produces a production guide, as a resource for producers who are considering working in Maine. This manual serves the double purpose of promoting Maine people, services and companies, and being an information tool for production companies.

ECONOMIC AND COMMUNITY DEVELOPMENT

ORGANIZATION: The Maine Film Office is comprised of one (1) professional staff and is part of the Office of Tourism. An eleven-member commission appointed by the Governor serves in an advisory and fundraising capacity for the Film Office.

PROGRAM: The Maine Film Office has two major objectives:

- To attract film and video production to Maine;
- To assist film and video productions that are taking place in Maine or are considering Maine as a location.

To accomplish these objectives, the Film Office has responded to a great many production requests, including 46 feature films, 74 commercials, 28 T.V. Specials, and 7 industrials. Of these, 2 feature films, 16 commercials and 12 short productions were completed.

PUBLICATIONS:

Production Manual, Maine State Film Commission (free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Office of Tourism.

OFFICE OF COMPREHENSIVE LAND USE PLANNING

LYNN WACHTEL, COMMISSIONER

KATHRYN J. RAND, Deputy Commissioner

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 19; *Unit:* 488; *Citation:* 5 M.R.S.A., Sect. 13111

Average Count—All Positions: 26.5

Legislative Count: 19.5

PURPOSE: The Office of Comprehensive Land Use Planning exists to implement and administer Maine's recently enacted Growth Management Program and to provide a wide range of planning technical assistance to local governments. Activities within the Office include administration of Municipal Planning Grants, Implementation Grants, and Municipal Legal Defense Fund Grants, review and certification of comprehensive plans, administration of a training and certification program for local code enforcement officers, coordination of state data for local planning, including a Natural Heritage Data Base, local liaison for the National Flood Insurance Program, community parks and recreation assistance and resources and administration of the local activities in Maine's Coastal Program, including various grant programs for municipal harbor management and public access.

ORGANIZATION: The Deputy Commissioner of Comprehensive Planning is the Director of the Office of Comprehensive Land Use Planning which operates with two basic units—the Planning Division and the Implementation and Technical Resources Division.

PROGRAM:

Planning Technical Assistance: Outreach efforts to local officials have been expanded with improved workshop offerings and with a concentrated public participation campaign aimed at expanding citizen interest and involvement with local comprehensive planning. Additionally, the Office administers contracts with Regional Councils to enhance their capacity to provide planning technical assistance to local governments. Six hundred thousand dollars was contracted for services under the Growth Management Program, \$194,000 for subdivision law and shoreland zoning technical assistance and \$230,000 for assistance to Maine's 145 coastal municipalities to implement Maine's coastal policies.

Review and Certification: Intensive work began to coordinate the eventual review and certification of local comprehensive plans. Rules are scheduled to become effective in fiscal year 1989-90.

Municipal Legal Defense Fund: Rules governing this program became effective in October 1989. One hundred thousand dollars per year is available to assist municipalities with the costs of defending

ECONOMIC AND COMMUNITY DEVELOPMENT

challenges to land use ordinances. Funds are available, by application, on a first-come, first-served basis. Three grants were funded in 1988-89.

CEO Training and Certification: The Office is mandated to certify all local Code Enforcement Officers by 1/1/93. Coordination of the program is through consultation with the Vocational-Technical Institute System, the Department of Human Services, the Maine Municipal Association and the Maine Building Officials and Inspectors Association. Three training sessions were conducted in 1988-89.

Data; Natural Heritage Data Base. Data pertaining and potentially useful to local comprehensive planning that exists in state agency files are inventoried, collected and provided to municipalities with Planning Grants. A Directory of State Data Sources publishes lists of data available from state agencies. A Memorandum of Agreement with the Maine Chapter of the Nature Conservancy places the Natural Heritage Data Base within the Office. The Data Base collects and stores information on endangered and rare plants, animals, natural communities and other significant natural resources.

Flood Insurance Program: The Office of Comprehensive Planning is the coordinating agency for the National Flood Insurance Program (NFIP). The NFIP provides \$156 million of flood insurance protection for 2,798 owners of structures in Maine's Special Flood Hazard Areas.

The Office worked closely with municipal officers and Regional Council staff on the administration and enforcement of local floodplain ordinances. In addition, technical assistance related to flood damage reduction was provided to businesses, surveyors, banks, and other individuals throughout the state.

Community Parks and Recreation: The program secured approval from the National Park Service for 7 new community park developments and acquisitions amounting to \$161,000 in federal Land and Water Conservation Fund monies, and 1 \$60,000 state project.

In addition to new projects, over 60 federal acquisition and development projects involving approximately \$1,500,000 were administered. The program was also responsible for post completion management of approximately 580 recreationally designated sites acquired or developed with Land and Conservation Fund assistance.

The "Recreation News" newsletter was published quarterly and distributed to over 900 community and school officials with notices of grant availability, technical bulletins and general recreation administration information. Other technical assistance involved preliminary plans for recreational development, recreation planning, and recreation administration.

Program personnel worked closely with the Land for Maine's Future Board to help establish priority systems for state funding.

Further strengthening liaison with the Maine Recreation and Parks Association, the program supported efforts to improve the quality of children's sports through the promotion of a coaches education program that stresses sports ability improvement, full participation, safety, and social interaction over the "win at all costs" strategy.

Coastal Program—Local Assistance: To help coastal municipalities and regional councils improve local compliance with the state's Coastal Policies, the Office administers a \$230,000 contract with 9 coastal regional councils to provide planning technical assistance to coastal municipalities and direct technical assistance in many areas. Specifically, the office assists coastal municipalities in the preparation and administration of local land use ordinances, public access planning and harbor management.

The office also administers two coastal grant programs. Waterfront Action Grants are available for low cost shoreland construction projects, rehabilitation or acquisition of public piers, and shoreland acquisition for public use. Planning Grants are available to support a variety of planning projects aimed at improving local coastal resource management. In this fiscal year, 6 Waterfront Action Grants were awarded and 11 Planning Grants were awarded.

LICENSES, PERMITS, ETC.:

Beginning in fiscal year 1990-91, the Office will issue certificates to local code enforcement officers: certification is based on competency to successfully enforce ordinances and other land use regulations. Certification is valid for a period of 5 years.

PUBLICATIONS:

- Natural Resources Inventory Handbook—free
- Capital Improvement Planning (1986)—free
- Planning Board Handbook (1986)—free
- CEO Handbook (1982)—free
- Rule 80K (1986)—free
- Guidelines for Maine's Growth Management Program (1988)—\$2.50 (\$2.37 + tax)
- Directory of State Data Sources (1988)—\$15.75 (\$15.00 + tax)
- Coastal Policies Handbook (1988)—free

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NEXUS, Monthly Newsletter—free
 Subdivision Review Handbook—\$6.30 (\$6.00 + tax)
 Comprehensive Plan Review Criteria Rule—free
 Biennial Report to the Legislature—free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF COMPREHENSIVE LAND USE PLANNING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	622,892	500,714			122,178	
Health Benefits	56,841	43,803			13,038	
Retirement	107,325	83,171			24,154	
Other Fringe Benefits	7,948	5,773			2,175	
Computer Services—State	280				280	
Other Contractual Service	268,769	236,273			32,496	
Rents	57,667	55,180			2,487	
Commodities	9,429	8,328			1,101	
Grants—Subsidies—Pensions	2,749,544	1,598,084			1,151,460	
Equipment	391	391				
Interest—Debt Retirement	43	10			33	
TOTAL EXPENDITURES	3,881,129	2,531,727			1,349,402	

PLANNING ADVISORY COUNCIL

JON LUND, CHAIRMAN

KATHRYN J. RAND, Deputy Commissioner

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: August 4, 1988

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 513; Citation: 30-A M.R.S.A., Sect. 4341 (3)

PURPOSE: The Planning Advisory Council was established in 1988 by the Growth Management Law. The Office of Comprehensive Land Use Planning is required to consult with the council on the development of all rules, guidelines and reports for the implementation of the Growth Management Program. The Council is required to report annually to the Governor and the Legislature on any changes that may be required to accomplish the purposes of the growth management law.

ORGANIZATION: The Planning Advisory Council is composed of 7 members appointed by the Governor.

PROGRAM: The Planning Advisory Council met six times this fiscal year to consult with staff of the office, regional council staff and other interested parties on the implementation of the Growth Management Program. Particular attention was paid to the Comprehensive Plan Review Criteria Rule and the Municipal Legal Defense Fund.

A report was submitted to the Governor and the Legislature on January 2, 1990.

PUBLICATIONS:

Report of the Planning Advisory Council, 1988-89

Report of the Planning Advisory Council, 1989-90

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are included with those of the Office of Comprehensive Land Use Planning.

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OFFICE OF TOURISM

LYNN WACHTEL, COMMISSIONER

HILARY N. SINCLAIR, Director for Tourism

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1, 1987

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 501; Citation: 5 M.R.S.A., Sect. 13065

Average Count—All Positions: 8

Legislative Count: 8

PURPOSE: The Office of Tourism was created by law to serve as a single, official spokesman of tourism policy with the authority to implement marketing, management and research programs. The office's broad directive is to promote Maine as a four season destination to both consumers and the trade.

To accomplish this the Office is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Office is comprised of seven (7) professional staff, and is part of the Department of Economic & Community Development. The Office is supervised by the Director for Tourism who oversees the activities of a Senior Tourism Specialist, a Meetings and Conference Specialist, a Group Tour Specialist, a Regional Development Specialist, an Assistant Marketing Specialist, a Research Specialist, and one support staff. Overall supervision of the Office of Tourism is provided by the Commissioner of Economic & Community Development.

PROGRAM: During the past year the Office engaged in promotional efforts that focused on print, television, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. Local outreach programs were instituted and included seminars, conferences and a cooperative advertising program with the Maine tourism industry.

Marketing: Important marketing objectives in 1989 were:

- To make Maine a year-round vacation destination competitive with other major travel destinations;
- To increase travel incidence in fall and winter seasons;
- To increase requests for travel information on destinations and recreational opportunities in Maine;
- To assist local and regional tourism groups in planning and promoting their areas.

Regional Development. Grants were awarded to develop tourism policy, recommend strategies for implementing a regional tourism program, and implement strategies.

Maine Tourism Partnership Program. The Maine Tourism Partnership Program is a matching grants program for local, non-profit organizations who are engaged in tourism development projects. To date, 13 grants representing all regions of the state have been awarded for fiscal year 1990.

Visitor Information. The Office of Tourism's Visitor Information Program provides visitors and potential visitors with specific information on destinations and services of interest to them. This is accomplished through mail and telephone inquiries and operating and staffing the four state-owned visitor information centers at Houlton, Calais, Yarmouth and Kittery.

Research. In order to provide the statistics and data necessary for planners, developers, marketers and managers of tourism-related projects throughout Maine, the Office of Tourism conducts research in various areas.

Labor Project. In conjunction with the Department of Labor, the Office initiated a recruitment program to increase the labor supply for the 1990 summer tourism season.

Meetings and Conferences. A Meetings and Conference Planning Program has been developed to attract small meetings (1-100 people) in all seasons. This is part of a targeted effort to increase visitation off-season. Marketplaces attended: Springtime in the Park, Washington, D.C.; ASAE Annual Meeting, Boston, MA; MPI Annual Meeting, Orlando, FLA.

Group Travel. During the past year the Office attended the following marketplaces: American Bus Association, and National Tour Association. Ongoing service to tour operators assists with the

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development of itineraries, slides and information about tourist attractions.

PUBLICATIONS:

- 1) Tourism Annual Report
- 2) Meeting and Conference Guide

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's MFASIS system.

OFFICE OF TOURISM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	239,845	239,845				
Health Benefits	19,349	19,349				
Retirement	36,279	36,279				
Other Fringe Benefits	3,799	3,799				
Computer Services—State	421	421				
Other Contractual Service	1,531,814	1,526,801	2,982		2,031	
Rents	16,593	16,593				
Commodities	10,244	10,086	158			
Grants—Subsidies—Pensions	247,152	247,152				
Interest—Debt Retirement	5	5				
TOTAL EXPENDITURES	2,105,501	2,100,330	3,140		2,031	

MAINE TOURISM COMMISSION

LYNN WACHTEL, COMMISSIONER, DECD

HILARY N. SINCLAIR, Director for Tourism, Office of Tourism

Central Office: 189 State Street, Augusta;

Telephone: 289-5710

Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: September 23, 1983

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 19; Unit: 461; Citation: 5 M.R.S.A., Sect. 13067

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Maine Tourism Commission is to advise the Director for Tourism on matters related to the marketing and management of the tourism industry.

The Maine Tourism Commission also has the responsibility of recognizing and informing the Office of Tourism of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the tourism industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the Department of Economic and Community Development, the Maine Publicity Bureau, the Bureau of Parks and Recreation, the Department of Inland Fisheries and Wildlife, the Bureau of Public Improvements and the Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Maine Tourism Commission has served as an advisory group to both the Department of Economic and Community Development and the Governor in the last year. In addition to its ongoing responsibility of monitoring opportunities and problems relating to tourism, in FY 1990 the commission undertook a number of specific projects to assist the state in formulating tourism policy.

ECONOMIC AND COMMUNITY DEVELOPMENT

The Commission sponsored its Unity Dinner and Hospitality Awards Program to recognize outstanding achievement by employees of the Maine tourism industry. This event was held in Ogunquit at the Cliff House on May 15, 1990. Also in March, 1990, the successful "Tourism Day" for Maine legislators was repeated with a dinner sponsored for the Legislature in conjunction with the Maine Innkeepers Association, the Maine Campground Owners Association, and the Ski Maine Association.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Office of Tourism.

EDUCATIONAL LEAVE

EDUCATIONAL LEAVE ADVISORY BOARD

NANCY J. KENNISTON, Director, Bureau of Human Resources

Central Office: State Office Bldg., Augusta; Floor: 2
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Telephone: 289-3761 (Voice)
289-4537 (TDD)

Established: 1973

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: In 1989, the membership of the Educational Leave Advisory Board was increased from three to five members. The members of the Board are: the Director, Bureau of Human Resources as Chair, the Commissioner (or designee) of the Department of Education, the manager of human resource development within the Bureau of Human Resources, and two State employee members, one of whom must be a bargaining unit employee. The State employee members are appointed by the Governor for a three-year term. Members of the Board receive no compensation for their services.

PROGRAM: During FY 89-90, the Advisory Board processed fourteen (14) requests for educational leave. All requests were approved.

Thirteen (13) requests were from the Department of Mental Health & Mental Retardation and one (1) request was from the Department of Transportation. Educational program areas were: Psychology, Civil Engineering, Social Work, Nursing, and Recreational Therapy. Six (6) leaves were approved for training programs leading to a baccalaureate degree, two (2) leaves were approved for Masters degree programs, and six (6) leaves were approved for associate or two-year degree programs.

Approved leaves are categorized as follows:

- Seven requests were approved for part-time leave with pay.
- Three requests were approved for part-time leave without pay.
- Four requests were approved for full-time leave without pay.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

EDUCATIONAL LOAN AUTHORITY

MAINE EDUCATIONAL LOAN AUTHORITY

GORDON R. POW, CHAIRMAN

RICHARD H. PIERCE, EXECUTIVE DIRECTOR

Central Office: 526 Western Avenue, Augusta
Mail Address: P.O. Box 510, Augusta, Maine 04332-0510

Incoming WATS: 1-800-922-MELA
Telephone: (207) 623-2800

Established: April 28, 1988

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 02; Umbrella: 94; Unit: 434; Citation: 20A M.R.S.A., Sect. 11414

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Educational Loan Authority (MELA) was established to assist students and their families to achieve their goals in the area of higher education.

ORGANIZATION: The Maine Educational Loan Authority is a public body, corporate and politic, and an instrumentality of the State. Established in 1988, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 members, 5 of whom are appointed by the Governor. The 6th Member is the president of the secondary market created pursuant to section 11407; the 7th is the State Treasurer. The chairman is elected by the members, and the executive director is chosen in like manner.

PROGRAM: Immediately after being created by the 113th Legislature in late Spring of 1988, the Maine Educational Loan Authority undertook to implement its initial program. This is a supplemental educational loan program which is funded by \$35,000,000 worth of tax exempt bonds issued in July of 1988. These funds are from a private source and use no state monies.

The MELA Loan Program makes loans in amounts of \$2,000-\$20,000 annually available to eligible students. These are for Maine residents going to school in or out of the State of Maine and Canada or out-of-state residents attending Maine institutions of higher education. These loans are available to students and parents based solely on the creditworthiness of the applicant. The interest rate is variable and repayment may be "interest only" while the student is in school. Borrowers may take up to 20 years to repay the loan. Undergraduate and graduate students are both eligible.

In the future the Authority hopes to expand its range of programs designed to assist families in financing higher education.

PUBLICATIONS:

Maine Educational Loan Authority, Official Statement (Variable Rate Demand Bonds—Series 1988A)

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine Educational Loan Authority Annual Report which contains the Authority's audited statement based on the calendar year.

EDUCATION COMMISSION

EDUCATION COMMISSION OF THE STATES

HON. GARREY CARRUTHERS, GOVERNOR OF NEW MEXICO, CHAIRPERSON

State of Maine Contact: EVE M. BITHER, Commissioner, Educational and
Cultural Services

Telephone: 303-830-3600

Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295

Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295

or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 98; Unit: 317; Citation: 20A M.R.S.A., Sect. 603

Average Count—All Positions: 55

Legislative Count: 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-eight states, Puerto Rico, American Samoa, and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The Legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 55 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention.

PUBLICATIONS:

State Education Leader

State Education Review

Issuegrams: Summaries of 43 Major Education Issues

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

EVE M. BITHER, COMMISSIONER

RICHARD H. CARD, Deputy Commissioner

Central Office: Education Building, Augusta

Telephone: 289-5800

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20A M.R.S.A., Sect. 201

Average Count—All Positions: 474.5

Legislative Count: 239.5

Organizational Units:

Administration
State Board of Education
State Museum Bureau
Maine Arts Commission
Maine Historic Preservation Commission
Governor Baxter School for the Deaf

Bureau of Adult and Secondary
Vocational Education
Bureau of School Management
Bureau of Instruction
Maine State Library Bureau

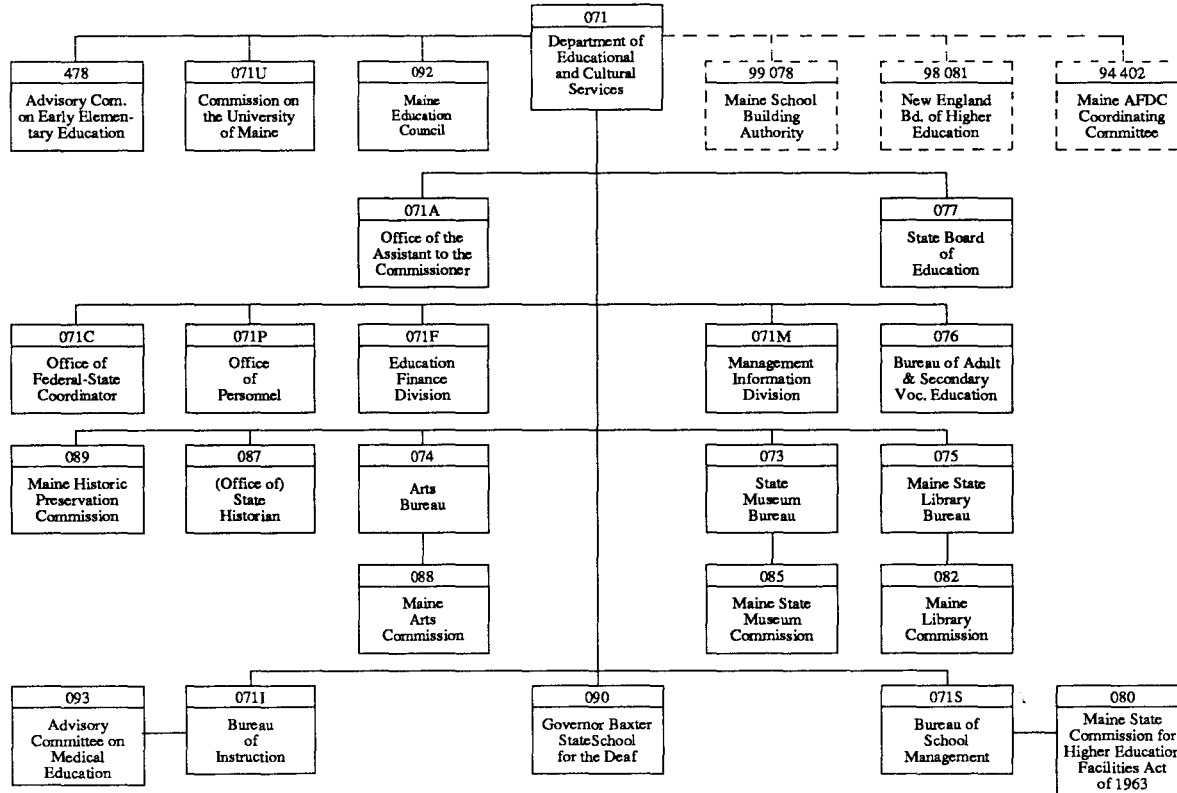
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to act upon applications for additions to and dissolution of School Administrative Districts; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Education in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

**ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05**



Approved by the Bureau
of the Budget

EDUCATIONAL AND CULTURAL SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,728,409	7,348,620	793,381		2,586,408	
Health Benefits	924,966	633,648	69,403		221,913	
Retirement	2,121,338	1,461,587	154,499		505,252	
Other Fringe Benefits	104,323	69,841	8,818		25,664	
Computer Services—State	159,381	158,901	480			
Other Contractual Service	9,533,713	6,814,658	1,279,730		1,439,325	
Rents	338,208	138,678	39,653		159,877	
Commodities	548,361	394,221	35,182		118,958	
Grants—Subsidies—Pensions	558,400,423	493,937,643	7,297,175		56,364,244	801,361
Buildings and Improvement	768,965	761,857	7,108			
Equipment	201,445	95,213	13,687		92,545	
Interest—Debt Retirement	565	322	24		219	
Transfers to Other Funds	117,252,958	116,962,830	86,899		203,229	
TOTAL EXPENDITURES	701,083,055	628,778,019	9,786,041		61,717,634	801,361

EDUCATIONAL AND CULTURAL SERVICES

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum Bureau, Maine State Commission on Arts and Humanities, Maine State Library Bureau and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as she deems necessary to carry out the functions of the Department.

As of July 1990 the State's Cultural agencies will be administered separately by the Maine State Cultural Affairs Council. The Department will once again be known as the Department of Education.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

Truancy, Dropout and Alternative Education—The Advisory Committee is required by statute to report annually by February 1st to the joint standing committee on Education.

PROGRAM: The Program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATIONAL AND CULTURAL SERVICES

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	906,725	553,549	48,908		304,268	
Health Benefits	67,981	40,757	4,423		22,801	
Retirement	178,100	108,708	9,532		59,860	
Other Fringe Benefits	8,677	4,395	629		3,653	
Computer Services—State	8,661	8,661				
Other Contractual Service	292,655	96,216	27,189		169,250	
Rents	906	45			861	
Commodities	44,706	31,012	1,075		12,619	
Grants—Subsidies—Pensions	1,921,840	60,025			1,861,815	
Equipment	22,692	552			22,140	
Interest—Debt Retirement	166	11			155	
Transfers to Other Funds	24,764		3,520		21,244	
TOTAL EXPENDITURES	3,477,873	903,931	95,276		2,478,666	

BUREAU OF ADULT AND SECONDARY VOCATIONAL EDUCATION

WILLIAM H. CASSIDY, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2

Telephone: 289-5854

Mail Address: State House Sta. #23, Augusta, Maine 04333

FAX: 289-5894

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 35.5

Legislative Count: 12

Organizational Units:

Division of Program Services & Finance
Division of Secondary Vocational
Education

Division of Adult & Community
Education

PURPOSE: The major goal of this bureau is to expand and improve the quality and extent of adult and vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Education, the Bureau of Adult and Secondary Vocational Education is authorized to administer vocational centers and regions to: develop a state plan for vocational education; provide vocational educational opportunities as an integral part of secondary and public schools; provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; provide financial aid to local education agencies; expand and improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

Additionally, the bureau is charged with the administration of Maine's Adult and Community Education programs and the Federal Adult Education Amendments of 1988, Public Law 100-297. Through this authorization, the bureau assists in the development of new programs and assists existing programs in the Adult Basic Literacy, English as a Second Language, Diplomacy, General Education Development (GED), and Vocational Education Activities.

ORGANIZATION: The Bureau of Adult and Secondary Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational

EDUCATIONAL AND CULTURAL SERVICES

Education in administration of the Smith-Hughes Vocational Education Act. The board consisted of the Commissioner of Education, who served as chairman, and two additional members appointed by the Governor. In 1931, the board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new board consisted of the Commissioners of Health and Welfare, Labor, and the Commissioner of Education who retained chairmanship. In 1949, the board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Education was formed, and divided into four bureaus, including the Bureau of Adult and Secondary Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Education, supervises the activities of the bureau.

PROGRAM:

Sex Equity and Single Parent and Homemaker Program. The following describes projects funded under the SEX EQUITY AND SINGLE PARENT AND HOMEMAKER PROGRAM. Each project is designed to focus on the special needs and interests of single parents and homemakers, especially those issues which are a result of sex bias and sex role stereotyping or to encourage women and girls to consider vocational programs or occupations which have traditionally been considered nontraditional for their sex.

For additional information regarding these programs, contact:

Single Parent & Homemaker Coordinator
Maine Department of Educational and Cultural Services
Bureau of Adult and Secondary Vocational Education
State House Station 23
Augusta, Maine 04333
Telephone (207) 289-5854

Projects Funded Through the University System:

UM Augusta	Displaced Homemakers Project
UM Augusta	Coastal Enterprises Training Trainers Program
UM Farmington	Maine Home Economics and Health Occupations Resource Center
UM Orono	Expanding Your Horizons in Math and Science Careers

Three diverse projects are being funded through the University system. The most important and most significant to all sex equity and single parent and homemaker initiatives is the Displaced Homemakers Project known as In Transition.

In Transition provides pre-vocational training (personal and career development), supportive services (child care, transportation, and scholarships), employability and training (placement and follow-up), and an introduction to entrepreneurship. The project serves women who are divorced, widowed, separated, or who have a disabled spouse. Ages range from 25 years and up.

The UMF project provides sex equitable and sex equity resources to local education agencies with special emphasis on home economics and health occupations.

The UMO project provides a day long series of programs and activities for 7th and 8th grade girls to explore math and science careers especially those nontraditional for their sex.

Projects Funded Through Community Based Organizations:

Career Health and Nursing Services	Child Care and Parenting Education for Vocational Students Who Are Single Parents
Lubec Medical Center	Child Care and Parenting Education for Vocational Students Who Are Single Parents

Community based organizations are providing various services in coordination with local education agencies and/or the VIT system.

The Career Education Consortium is providing a one day workshop and year long mentoring program for junior high school girls to encourage them to consider math and science related careers.

Projects Funded Through Secondary Education:

Lewiston Vocational Center	Occupational Exposure for Educators
Vocational Region 8	Marketable Skills Alternative Education Program for Single Parents
Vocational Region 4	Alternative Vocational Education For Single Parents

EDUCATIONAL AND CULTURAL SERVICES

The Alternative Vocational Education programs provide vocational and academic instruction for single parents along with a variety of support services such as child care programs, personal development, and career development. The nontraditional career exploration program is for school educators. The project is delivered through a hands-on approach to instill a "can do" attitude, particularly among women and girls. The objective is to attract more girls to nontraditional vocational programs.

Project Funded Through the VTI System:

Central ME TC	Child Care Assistance Program and Women Unlimited
Kennebec Valley TC	Child Care Assistance Program and Curriculum Resource Center
Washington/Hancock Community Agency	Washington County TC Child Care Program

The child care projects provide child care to the children of students who are single parents, homemakers and students enrolled in programs nontraditional for their sex, who have a financial need and are not eligible for other child care assistance programs.

The Women Unlimited Program offered through CMTC is designed to give women skills necessary to enter trade and technical careers and focuses on trade and technical skills, job-based literacy and math, personal and career development, and physical conditioning.

Projects Funded Through Adult Education:

Lewiston Adult Ed	Moms Plus: Pre-Voc and Ed Program for Single Parents
Mechanic Falls Adult Ed	Celebration: A Journey For the Self
Sanford Adult Ed	Fresh Start
Somerset County Basic Skills Program	Crossroads...A Young Women's Program
Westbrook Adult Ed	Choices & Changes: A Pre-Voc Program
Dover-Foxcroft Adult Ed	Child Care For Single Parents Enrolled in Adult Vocational Programs
Augusta Adult Ed	Alternative Vocational Education For At Risk Single Parents Enrolled in the Augusta School System

These projects are primarily alternative education programs for single parents. Some serve women over 25 years of age while others serve those 14 through 25. They all provide career and personal development, academic development, and parenting and child care either directly or in coordination with others. Programs offer GED, diploma, and high school diploma options.

Crossroads is an alternative education for young women who are single parents and who are high school drop-outs or at risk of dropping out of school.

Agriculture and Natural Resource Programs: During fiscal year 1987-88, approximately 29 agriculture and natural resource programs were available to interested students. Included in these program areas are wood harvesting, horticulture, marine occupations and general and vocational agriculture.

The agriculture and natural resource professional teachers organizations continue to be very active. The Maine Vocational Agriculture Teachers' Association held several meetings during the year to discuss student enrollment, FFA contests, the role of vocational agriculture in Maine, and other related subjects. The annual conference this year was hosted by the New Jersey Vocational Agriculture Teachers' Association.

The Maine Forestry Instructors' Association (MFIA) conducted several workshops and seminars including a three-day "Winter Workshop" in Bangor. Topics covered during this workshop included: a presentation on wood harvesting in Scandinavia, tour of a bio-mass chipping operation and a work session to develop a video to be used in recruiting students into the program.

The FFA held their annual convention at the University of Maine in May. FFA students and officers were involved in many activities this year which included national leadership training in Washington, D.C., contests at the Eastern States Exposition, a regional public speaking contest, and the fall National FFA Convention in Kansas City. Maine had a national winner this year in the Turf and Landscape Management contest held at Kansas City.

The Maine AG in the Classroom Association (MAITCA) sponsored two institutes at the Maine Conservation School located at Bryant Pond. The institutes were designed to assist teachers in the development of agriculturally oriented classroom activities that can be integrated into their regular curriculum across all subject areas for grades K-8. These institutes are a result of collaboration between the Maine State Departments of Agriculture and Education with financial assistance from business and industry leaders and organizations. Twenty-three K-8 teachers spent five days at Bryant Pond reviewing nationally developed curricula, visiting agriculture and natural resource sites in the area, and selecting and developing a series of activities appropriate for use by teachers in grades K-8.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 132 Maine high schools during 1988-89. Vocationally-funded Business Education programs increased to six with twelve Computer Information Processing programs located in the vocational schools and centers.

The Business Education Association of Maine (BEAM) held its annual Fall Conference at the South Portland Marriott where Lynn Brooks was named Maine's Business Educator of the Year.

During the 1989-90 school year, Business Educators from across the state participated in workshops on topics that included: "Maine's Common Core of Learning—Where Do We Fit In?" Two week-long workshops on Methods of Teaching Keyboarding were held for elementary instructors.

Future Business Leaders of America (FBLA) held its annual Fall Leadership Workshop for local chapter officers at Mt. Blue High School with approximately 250 students and advisors in attendance. Over 100 FBLA members and advisors from Maine participated in the National Fall Leadership Conference held in New Jersey in November. Once again, the Sonesta Hotel in Portland was the site of a very successful State Leadership Conference where over 300 members participated in workshops, competitions, and social activities. Nine representatives attended the FBLA National Leadership Conference held in Washington, D.C. in July.

Consumer and Home Economics: In 1989-90, there were 118 senior high schools and 75 middle/junior highs offering Consumer and Home Economics Education to girls and boys. Thirty-nine of the senior high teachers also taught junior high classes. Of the 16,000 students served in grades 9-12, 26% were males.

At the junior high/middle schools, 22,900 students were enrolled in Consumer and Home Economics. The total represented about 50% each of boys and girls. In those schools offering the program, 96% required that all students be enrolled.

Scheduled visits were made to 8 schools. Others were made to assist first-year or returning teachers, to help instructors with curriculum development, and to assist administrators who requested service.

The Work and Family Institute was continued part-time to deliver work and family seminars to employees/employers to help them balance work and family.

A Work and Family Institute was developed to deliver work and family seminars to employees/employers to help them balance work and family.

A Home Economics Facility Planning and Equipment Guide was developed. It will provide current criteria and a process for designing and equipping a flexible, functional home economics facility.

Also, a *Planning and Equipping Guide For School-Based Child Care and Parenting Center*.

Fifteen middle school teachers participated in a ten-day workshop in July of 1989 to develop a home economics middle school curriculum guide. Twenty-two middle school teachers piloted the guide during school year 1989-90.

A two-day FHA/HERO Spring Officer Leadership Workshop was held in June. Twenty officers and advisers participated.

The Maine Home Economics Teachers' Association held its annual conference in September of 1989. About 150 home economics teachers attended the in-service workshops addressing such issues as: Curriculum, FHA/HERO and Interdisciplinary Approaches.

Ten area meetings were held around the State to provide in-service education opportunities for home economics teachers. Chairmen located in each area planned their own programs based on need.

The Curriculum Committee of the Maine Home Economics Teachers' Association held a dinner meeting to advise the State Consultant about teacher in-service and curriculum needs. A smorgasbord of topics was addressed by teachers such as broadening the integration of computers and reinforcement of academics into home economics courses, serving special needs students, and exploring new curriculum strategies. Plans were also made for an all-day workshop to be held in September, 1990.

A one-day leadership workshop was held in the fall of 1989 for Maine Future Homemakers of America (FHA) officers, district chairmen, and their advisors. The Executive Council provided leadership for over 270 girls and boys from 23 chapters which were affiliated with the State and National Associations.

The annual FHA Convention was held on March 31, 1990. About 275 youth and adults participated. Focus of the convention was "Mission Is Possible."

Five Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, home economics-related occupations, and some other teachers. Curriculum materials were circulated nearly 7,000 times during fiscal 1990. Several workshops were provided by the coordinator, particularly in the use of computers. The Home Economics Consultant serves as a

member of the Center Advisory Board which met twice during the year to provide input for the new resources and to assist the Coordinator with administrative decisions.

Consumer and Home Economics funds were provided to the University of Maine at Farmington to assist in the training of home economics teachers. Funding was also utilized to assist home economics teachers, college personnel, and the Home Economics Consultant to develop teaching strategies for Consumer and Home Economics Education in Maine—now and in the 21st century.

She also served on the research committee of the American Vocational Association, Home Economics Division. The consultant also serves on Interagency committees and coalitions to address such issues as teen pregnancy, parenting, nutrition, and health education.

Federal Consumer and Home Economics grants were awarded to eight high school home economics programs located in economically depressed areas. Projects addressing such issues as nutrition and weight management, parenting, establishing nursery schools, teaching reading through home economics, and consumer education were developed.

Marketing/Distributive Education: Marketing and Distributive Education programs are vocational programs that provide students with the skills and knowledge to function primarily in the retail trades and services industry. In the 1989-90 school year, Maine had 14 programs operational that served approximately 275 students.

A major activity of this program area is the student organization DECA. This year's state conference saw more than 200 students participating in competitive events. These events are designed to strengthen the students skills and knowledge in the free enterprise system. They were conducted primarily in the Bangor Mall with live businesses and their supervisory staff. Husson College again served as the conference host and provided much of the coordination for this event.

Cooperative Education: Cooperative Education programs are vocational programs that combine planned, progressive on-the-job training with supporting in-school related instruction. These are paid job training experiences and operate in accordance with Maine and federal labor laws. Both the in-school related instruction and the paid on-the-job training experiences are under the supervision of a certified cooperative education coordinator. The combined use of school and industry to provide entry level skill training for students greatly expands the options available to students while providing a cost effective method of program delivery.

In January of 1990, a pilot pre-apprenticeship program was funded under the cooperative education umbrella. The operation of this program is similar to cooperative education except that it offers the students an opportunity to continue their training beyond graduation to a post-secondary level and leads to a Journeyman's certificate issued by the Maine State Apprenticeship and Training Council.

There were 62 State Board of Education approved cooperative education programs operating in vocational regions, vocational centers and vocational satellites during the 89-90 school year. About half of these programs operate on a year round basis to take advantage of the expanded training opportunities the tourist season brings. The 1500 or so students served by these programs gained skill and knowledges in more than 100 job classifications.

An active professional association, MACE, works cooperatively with the University of Southern Maine and the Bureau of Adult and Secondary Vocational Education to sponsor teacher workshops throughout the year. These workshops help coordinators maintain currency with the ever changing workplace and the laws that govern it.

Technology Education/Industrial Arts: There are presently 203 Technology Education/Industrial Arts programs in Maine. These consist of 131 Senior High Schools and 72 Junior High and Middle Schools.

This year there are enough teachers available to fill vacancies. Many of these candidates are from out of state and have been recruited by the Bureau of Adult and Secondary Vocational Education and the Office of Teacher Placement and Certification. The Department of Technology within the School of Applied Science and Technology is responsible for teacher education for students within Maine. Many current instructors are graduates of this program.

Inservice activities of 89-90 have included workshops for transitioning present industrial arts programs into technology education programs. Additional workshops have centered around the topics of safety and liability.

A Technology Academy was held in June at the University of Southern Maine. The overall theme of the academy was the application of the new curriculum guide. This guide was the result of a two-year project supported by the Technology Education Association of Maine (TEAM) and the Bureau of Vocational and Secondary Education. Eleven percent of the instructors in the state were at the academy.

A Spring Conference was held at the University of Southern Maine as a one-day institute; over 200 teachers attended.

EDUCATIONAL AND CULTURAL SERVICES

Mr. John Kraljic was selected as the Technology Educator of The Year from Maine and was honored at a recognition banquet in February in Maine and at the International Technology Education Association national conference in Indianapolis, Indiana.

Home Economics-Related Occupational Programs ("Wage-Earning")

A. Food Service

A workshop was held in the Fall of 1989 in follow-up of the curriculum development workshop of June 1989 which produced a new curriculum for "Hospitality and Recreation."

Via a regional network of the State Food Service Advisory Board, plans are being formulated for a statewide "Careers in Hospitality and Recreation" symposium to be held at the Augusta Civic Center in the spring of 1991. This symposium will be sponsored by state and national industries, educational institutes and professional organizations and will target students from grades 6-10 and their guidance counselors.

A DACUM was completed for secondary Food Service which will serve as the foundation for an updated competency-based curriculum guide to be developed in 1991.

B. Child Care

Two additional secondary vocational Child Care programs have been approved for fall, 1990 start-up at Skowhegan and at Region 10 in Brunswick.

New vocational school facilities are under construction at Ft. Kent which will include a vocational child care program.

Although funding was not available from July 1, 1989 to June 30, 1990 to continue to fund the project consultant for "Before and After School-Based Child Care," this funding has been restored and a consultant will be hired by fall of 1990. This individual will work with local education units in providing technical assistance in implementing programs and accessing resources as identified in the recently developed Resource guide.

A Department Child Care Council was established and met on a monthly basis during fiscal 1989-90 to address inter-departmental and inter-agency efforts in Child Care, e.g., Teen Parents, Child Care Resource Center and School-Based Child Care.

A DACUM was completed for Secondary Child Care which will result in the development of an updated competency-based Child Care curriculum.

Health Occupations

A. Competency Testing

A standardized state test is being developed for use with graduates of secondary and post-secondary CNA programs which will evaluate the competency of individuals who have completed the State Board of Nursing's prescribed curriculum as mandated by P.L. 1987, c. 295. Individuals who pass this exam will be placed on the state registry and will be eligible for employment in OBRA-regulated facilities, e.g. long-term care. This test will be available for implementation in the fall of 1990.

- B. The Health Occupations Consultant has served on a Committee established by the Maine State Board of Nursing to rewrite Chapter V of the Rules and Regulations of the Maine State Board of Nursing which regulates CNA training and practice. The new regulations will be available in late fall of 1990.

- C. The Health Occupations Consultant approved over 1,500 applications to conduct CNA programs during fiscal year 1989-90. This is in accordance with mandates of state law as pertains to CNA program approval, monitoring and certification.

- D. Over 1,100 certificates of training were issued by DECS to successful completers of DECS sponsored secondary, postsecondary and adult CNA training programs during fiscal year 1989-90.

- E. OBRA, the "Omnibus Budget Reconciliation Act" of 1987 placed tremendous additional responsibilities upon the bureau during fiscal year 1989-90. An OBRA consultant and part-time secretary were contracted from the Department of Human Services to work under the supervision of the Health Occupations Consultant. These positions were funded from federal Medicare/Medicaid allocations to DHS earmarked for CNA training.

In accordance with OBRA mandates, the OBRA Consultant supervised competency testing of CNA's who work in long term care who did not qualify, through prior experience and training, to be "deemed" to the State registry. An estimated 2,000 individuals will have completed the competency testing by October 1, 1990.

"Train-the-Trainer" programs for primary instructors of OBRA-regulated CNA programs were conducted at six sites across the state. These programs were conducted by the Resource Center Coordinator at UMF in cooperation with the OBRA and Health Occupations consultants.

Two statewide symposiums were held at Portland and at Bangor with representatives from Psychological Testing Corporations who explained the national competency testing program to administrators of long-term care facilities, directors of adult education, and other concerned parties.

The federally-mandated registry of competency tested CNAs and "deemed" (waivered) CNAs was established.

The OBRA Consultant and the Health Occupations Consultant reviewed approximately 5,000 certificates of training during 1989-90 to determine eligibility for competency testing or deeming to the registry.

The Health Occupations Consultant and the OBRA Consultant attended the first National OBRA/CNA conference in Seattle, Washington, in June, 1989.

Development of implementing rules for OBRA-regulated CNA programs has begun. Additionally, the federal OBRA regulations have forced amendments to DECS implementing rules for CNA training. Both sets of rules and regulations will be completed by October of 1990.

Planning has been completed for standardized refresher courses for CNAs who have been out of the active work force for over two years. OBRA regulations have mandated that these individuals must take a course in order to re-enter the employment market. These courses will be made available at selected sites across the state during fiscal year 1990-91.

Trade and Industry: In FY90, secondary Trade and Industrial programs offered entry level training to approximately 3,600 students in over 20 occupational areas. This training was provided through 20 vocational centers and eight (8) vocational regions throughout Maine.

The Trade and Industry Educators of Maine (TIEM), a professional association of Trade and Industry instructors, continues to grow and has assumed a very positive role in providing guidance and leadership for the improvement of vocational education in Maine. The University of Southern Maine, in collaboration with the Bureau of Adult and Secondary Vocational Education has provided many opportunities for staff to participate in workshops, seminars, and technical updates designed to improve their instructional teaching skills and technical knowledge.

The Vocational Industrial Clubs of America, which provide leadership and skill training opportunities for staff and students, continues to grow in student enrollments. During the 1990 school year, 157 students competed in 34 contest areas during the State Skill Olympics held at the University of Southern Maine in March. First place winners in the various contest areas represented Maine in the National United States Skill Olympics in Tulsa, Oklahoma from June 25-July 1, 1990. This year 71 representatives from Maine participated in the National Convention. This year, 10 individuals from five of Maine's six Technical Colleges also attended the National VICA Convention in an effort to gain first-hand knowledge and explore the possibility of establishing postsecondary VICA programs at the Technical College level.

Vocational directors, in collaboration with consultants from the Bureau of Adult and Secondary Vocational Education initiated the development of comprehensive, competency based curricula for five program areas which included, automotive mechanics, carpentry, machine tool, welding/metal fabrication, and office occupations. Through participation in this process, individual staff have increased their knowledge and understanding of the techniques associated with the development of competency based curricula and the need for on-going and periodic review. An additional eight (8) program areas have been identified for development during the 1990-91 school year.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 39 projects (includes both secondary and postsecondary) were funded by the Bureau of Adult & Secondary Vocational Education with federal monies. During the year, 1,467 handicapped students received special services through the federal projects.

Cooperative Agreement: The State Cooperative Agreement Team concluded its revision of the current State Cooperative Agreement. The Agreement has been signed by Commissioner Bither, Department of Education and Commissioner Ives, Department of Human Services. The new agreement has been disseminated statewide.

Disadvantaged Persons: Forty-four projects (includes both secondary and postsecondary) were funded during fiscal year 1989 and provided services to 4,307 secondary and postsecondary students.

EDUCATIONAL AND CULTURAL SERVICES

These services include skill development, developmental math, developmental reading, guidance and placement.

Teacher Training: During the 1990 contract year, a top priority of the Bureau of Adult and Secondary Vocational Education was the training of occupational and vocational staff, including techniques and methods of identifying and working with students who may be recognized as disadvantaged and/or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine. The concept of ongoing long-term commitments to staff development and individual professional growth of vocational educators has been encouraged through this contractual agreement with the university system.

The vocational staff development system provided 12 activities in curriculum development and six activities (courses) in teaching students with special needs, conducted statewide. Three additional reinforcement/team building sessions for new instructors were conducted in the areas of Classroom Behavior Management, Development of Cooperative Learning Environments, and Motivational Theory and Strategies for use in vocational education with participant enrollments of 247 and 42 activities for personal development with participant enrollments of 1518. All of the secondary regions and centers and the six postsecondary vocational-technical colleges utilized this contractual relationship to provide training for their teachers.

Workshop topics were in the areas of: Health Occupation, National Association for Education of Young Children, State Food Service Advisory Board Meeting, Agriculture Education Advisory Committee, Vocational Certification Study Group, Writing Workshop, Standard Criteria for Business Educators, Agriculture Trade Show, Keyboarding Workshop, Assessment Seminar, Technical Advisory Committee (Child Care), Child Care Workshop, Welding Workshop, Fuel Injection Workshop, Introduction to CAD, Computer Workshop, Forestry Workshop, Technology Education Curriculum Guide, Conference on Dropouts, Keyboarding Task Force, Marketing Workshop, and Curriculum Workshop.

Maine Adult and Community Education: Adult education programs funded through the Maine Department of Education, as authorized by MRSA title 20-A, Chapter 315, subsection 8601-8611 and MRSA title 20-A, Part 1, Chapter 3, sub-chapter 2, subsection 257 of the Maine law relating to public schools, provides adults with continuing opportunities to acquire the skills necessary to function more effectively in society. Through these programs a student may:

1. Acquire the reading, writing and mathematic skills needed to obtain or advance in a job;
2. Meet pre-entrance requirements of vocational training programs;
3. Earn high school credits toward a high school diploma;
4. Study to pass the General Educational Development (GED) test, a nationally recognized test for a Certificate of High School Equivalency;
5. Attain entry-level employment skills;
6. Receive training to upgrade skills or retraining in new areas;
7. Obtain the skills needed to become a functional and contributing member of society and a wiser consumer;
8. Learn English as a Second Language; and
9. Participate in avocational learning activities.

The Maine State Department of Education, through the Bureau of Adult and Secondary Vocational Education and Division of Adult and Community Education, is responsible for the administration of state and federal funds for adult education programs by providing leadership; technical assistance and monitoring and evaluation of local programs. The Division of Adult and Community Education contracts with the University of Maine system for a wide range of staff development activities for adult education directors, teachers, tutors and support staff delivered to over 50 sites across the state at no cost to the participants.

Statewide, over 159 local educational agencies, public or private non-profit groups offer learning opportunities to adults in Maine.

Adult Basic Education: A federally-funded program which provided funds to local public and private non-profit agencies for the purpose of improving educational activities for adults who lack the level of literacy skills requisite for effective citizenship and productive employment. Instructional services include classes of tutorials in reading, writing, computational skills as well as English as a second language. A total of 75 programs were funded and served approximately 13,000 students from non-readers to those preparing for high school diploma classes or the GED.

EDUCATIONAL AND CULTURAL SERVICES

In 1989, basic educational programs operated by local adult and community education in county jails increased from 4 jails in 1988 to 15 jails in 1989. A Correctional Education Task Force was formed to address the issues of basic education in county jails and state correctional facilities. The first annual Conference of Correctional Education was held in April with 16 workshops and keynote presentations from Corrections experts from Maryland and Illinois. Other activities included a newsletter and directory.

A special experimental 3 year Family Literacy Project was funded with the Mechanic Falls-Poland Adult and Community Education program to develop a working model for intergenerational learning for parents and children.

Adult literacy training and basic skills remediation for the homeless was a focused effort in 5 areas in the state. Adult and Community Education programs in Augusta, Bangor, Portland, Somerset and York Counties cooperated and coordinated with homeless shelters, transitional housing projects, halfway houses for substance abuses and family violence projects to provide instructional services on-site. 166 adults were instructed at 15 community based sites.

Maine Adult and Community Education: Public school adult education in state includes the Adult High School Diploma Program; General Educational Development (GED) program which is the high school equivalency program; Adult Basic Education Program, a federally funded effort in partnership with local and state funds; Adult Literacy Program, a state funded effort; Adult Vocational Educational Program, General/Avocational Program and the Maine Literacy Coalition. The Division of Adult and Community Education collaborates with Literacy Volunteers of Maine to operate the Adult Learning Opportunities Hotline, a toll free phone to call for adults who wish to improve their education or volunteer to tutor.

Adult High School Diploma and GED Program: In 1989 Maine experienced a 71% increase over the number of GED's awarded in 1988. In 1989, Governor McKernan signed in law legislation passed by the 104th Legislature that eliminates the fee for Maine adults taking GED exams, thus removing another barrier for the 238,000 adults still without a high school credential. The 3,307 GED credentials issued to Maine adults in 1989 is the largest number ever awarded in a single calendar year. There are 74 testing centers around the state, mostly sponsored through public school adult and community education programs giving most Maine citizens easy access to learning and testing opportunities. An additional 910 adult high school diplomas bring the total of adult education graduates for 1989 in Maine to 4,217.

The Maine Literacy Coalition: A forum to promote collaborative efforts designed to advocate on behalf of adult literacy. Current membership includes the Division of Adult and Community Education liaison, and representatives from WMTW-TV8, Guy Gannett Pro-Literacy Project, Bangor Daily News, MPBN, Training and Development Corporation, Literacy Volunteers of America-Maine, Public School Adult Education, Maine Library System and WCBB-TV.

Active committees include: Media/Public Relations, Workplace Literacy, Library, Maine Literacy Awareness Theater and In-Service.

Some of the accomplishments of the Maine Literacy Coalition include the publication of handbooks on "Workplace Literacy," "Student Recruitment," "Adult Literacy Handbook for Libraries and Literacy," "the Word Out."

The Maine Literacy Awareness Theater: The theater performed for fifteen audiences (over 2000 people) including the Headstart Workers Conference, ASPIRE Training Conference, Evenstart and Literacy Volunteers of America/Maine.

Reflections: A Reading and Discussion Series for Adult New Readers was funded by the Maine Humanities Council in cooperation with the Maine Literacy Coalition, reaching over seventy new readers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, vocational regions and adult and community education programs. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship course for apprentices registered through the Maine State Apprenticeship Council.

During the 1989 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Adult & Secondary Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing—a method of guiding apprentices through related instruction—continues to be one of the Bureau's major thrusts.

Career Guidance and Counseling: During the 1988-89 year, the State of Maine dramatically increased its commitment to Guidance and Counseling. A total of \$205,123 was expended in the following areas:

EDUCATIONAL AND CULTURAL SERVICES

•**Vocational Career Van.** This van was designed to help promote vocational education. Each program was represented as well as materials from each school and the Maine Vocational Career Guidance Association. The van will be used to promote vocational education at such things as conferences, county fairs, and school open houses.

•**The PREP Career Guidance Program.** (Preparing to Realize your Educational Potential) was offered to forty schools during the 1988/89 school year. Designed for eighth graders, the program introduced students to career decision making skills. (More information on this program can be found in the appendix on exemplary programs.)

•**The Maine Guide** is a comprehensive career guidance plan for k-adult. A committee was formed to begin developing curriculum which could be used by teachers in the area of career development. The guide will include curriculum, activities, and resources for the classroom teacher to implement in their regular curriculum.

•Four full-time **Vocational Guidance Counselor** positions were funded during FY 1988/89. These counselors performed varied tasks from career guidance and recruitment to assessment and publicity.

•Funding was continued for the **Waterville Assessment Center** during the 1988/89 school year. This program employed a full time assessor who used Apticom to do assessments on all students to determine their aptitude for vocational education. The Apticom machines were also loaned out to two other vocational centers.

•Seven **Career Guidance Programs** were begun at the adult education level. These programs offered career guidance tailored for the adult learner, including computerized career assessment.

•Funds were also awarded to the **Maine Vocational Career Guidance Association**, which is made up of vocational career guidance personnel. The money was used to help fund a program they presented at the annual Maine Education Career Development Conference.

Division of Program Services and Finance.

Services for Criminal Offenders in Correctional Institutions. Criminal offenders served through programs in correctional institutions: 43. Two adult vocational programs, Small Sawmill Operation and Woodharvesting, are provided by the Charleston Correctional Facility (RR#1, Box 1400, Charleston, Maine 04422), designed to give skills that lead to jobs after prison release. Training is provided on public lands under the supervision of the Maine Department of Inland Fisheries and Wildlife. The **Forestry and Wood Harvesting Program** provides students with basic knowledge and skills in ideal forest management. Students learn safe methods to remove forest products from the woods without damage to the residual stands. The program also has an added value: it makes the students aware of their working relationship with nature. No student has left the program without a better feeling for themselves and the environment. The **Small Sawmill Operator Program** provides training in all aspects of sawmill operation. The students also have the opportunity to operate a planer and do some light construction and routine maintenance around the sawmill.

Other educational opportunities are made available to both woodharvesting and sawmill program students through cooperative agreements with the Maine Department of Inland Fisheries and Wildlife. These opportunities include: brushsaw operation, chainsaw felling and operation activities, wildlife tree management (including identifying, marking, pruning, and fertilizing), and soil erosion control by roadside fertilizing and seeding.

Projects included in this timeframe were TS1, 27 acres; thinning young tree stands, 11 acres; road clearing and development projects, 4,500 feet; alder management for woodcock enhancement, 5 acres; deer management project, 4 acres; 125 apple trees were released for wildlife food, building culverts and bridges on access roads, all of this in addition to the sawmilling of thousands of board feet of lumber. These programs lead to the issuing of 28 certificates in both programs.

Vocational Regions, Centers, and Satellites : Almost a decade and a half ago, the State of Maine established a statewide network of regional vocational facilities to ensure that a broad range of modern vocational education programs is available to every high school junior and senior in the state.

Two basic types of institutions are included in the network: vocational centers, which are governed by a single school administrative unit, and vocational regions, which are governed by a cooperative board representing a number of school units.

Both centers and regions serve students from a group of affiliated "sending" high schools.

In addition, vocational centers may oversee one or more "vocational satellite programs" located in sending schools, while vocational regions may operate "external programs."

During the 1988-89 school year, 20 vocational centers were in operation in the following communities: Augusta, Bath, Biddeford, Bridgton, Calais, Caribou, Dexter, Ellsworth, Farmington, Fort Kent, Lewiston, Machias, Madawaska, Portland, Presque Isle, Sanford, Skowhegan, Van Buren, Waterville, and Westbrook.

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A total of 31 vocational satellite programs were operated in 1988-89.

Eight secondary vocational regions were in operation during the same period, representing Southern Aroostook County (Region 2, located in Houlton), Northern Penobscot County (Region 3, Lincoln), Southern Penobscot County (Region 4, Bangor), Waldo County (Region 7, Belfast), Knox County (Region 8, Rockland), Northern Oxford County (Region 9, Mexico), Eastern Cumberland-Sagadahoc County (Region 10, Brunswick), and Southern Oxford County (Region 11, Norway).

School-To-Work Transition: During the 1990 program year, the **Jobs for Maine's Graduates** school-to-work transition program expanded to seven sites: two in Southern Maine, one in Northern Maine, one in the Androscoggin Valley, one in the Kennebec Valley, one in the Penobscot Valley, and one in the Mid-Coast.

Each site represents a collaborative effort on the part of local school administrative unit—a vocational region, center, or satellite—and a Job Training Partnership Act (JTPA) service provider. Nearly 30 students are enrolled each year at each site.

The basic goal of the program is to assist students in their last year of high school who are at risk of dropping out and/or becoming unemployed upon leaving school to complete high school and make a successful entry into the world of work—that is, to secure and maintain appropriate employment (either competitive, supported, or sheltered) in occupations which offer reasonable wages and fringe benefits, decent working conditions, and realistic prospects for personal growth and career advancement.

Each site provides a common core of transition services to all participants, including comprehensive educational and vocational assessment, a full range of individual and group preemployment competency training, attitudinal and motivational career clubs, intensive and individualized job development, job search assistance and job placement services, and systematic follow-up for up to 18 months.

At the national level, JMG is affiliated with the 17-state Jobs for America's Graduates (JAG) network. Maine Governor John R. McKernan, Jr. is the current chair of the JAG Board of Directors.

At the State level, the JMG program is administered by the Department of Labor, in collaboration with the Department of Education and under the auspices of the Maine Human Resource Development Council. Within DOL, the Bureau of Employment and Training Programs was responsible for JMG during 1989-1990, while within DOE, the Division of Program Services and Finance of the Bureau of Adult and Secondary Vocational Education was responsible.

During the 1990 program year, four of the seven sites were supported in part with funds available under Title III, Part A, of the Carl D. Perkins Vocational Education Act. All seven sites will receive Perkins support during 1990-1991. Local sites also receive funding from JTPA Private Industry Councils.

Vocational Youth Organizations: The 1988-89 program year witnessed continued rapid growth in the number of vocational youth organization chapters chartered in the state and in the number of students actively participating in each chapter.

Broadly analogous to the academic subject area clubs offered to college prep students, vocational youth organizations have been formed for each of the seven basic vocational program areas. They play an integral and essential role in every occupational education program, helping to build self-esteem, promote self-discipline, foster leadership skills, and strengthen preemployment competencies.

PUBLICATIONS:

Maine Adult and Community Education Directory 1989-90—free

Maine Vocational Education Directory 1989-90—free

Uniform Guidelines for Local Applications for Assistance to Eligible Recipients Under the Carl D. Perkins Vocational Education Act—Program Year 1990-91—free

Technology Education in Maine—State Curriculum Guide for the 21st Century—free

Safety and Health Resource Guide for Occupational/Technology Education (may be borrowed from the Vocational Curriculum Resource Center of Maine—207-453-9762)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATIONAL AND CULTURAL SERVICES

BUREAU OF ADULT & SECONDARY VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	970,927	402,274			568,653	
Health Benefits	74,729	24,955			49,774	
Retirement	194,693	84,172			110,521	
Other Fringe Benefits	9,550	3,382			6,168	
Other Contractual Service	476,388	224,274	7,804		244,310	
Rents	27,881	17,707			10,174	
Commodities	22,556	6,770	349		15,437	
Grants—Subsidies—Pensions	8,440,676	3,505,450	17,199		4,918,027	
Equipment	14,577				14,577	
Transfers to Other Funds	54,044		704		53,340	
TOTAL EXPENDITURES	10,286,021	4,268,984	26,056		5,990,981	

ARTS BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR

BARBARA M. SEAVEY, Business Manager

MARTHA I. DODSON, Assistant Director

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2
(main entrance located on Child Street)

Telephone: 289-2724

Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 074; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 12

Legislative Count: 12.0

PURPOSE: The major purpose of the Arts Bureau, known as the Maine Arts Commission, is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. P.L. 1985, Chapter 763, changed the title of this Bureau to the Arts Bureau. The Maine Arts Commission appoints, with the approval of the commissioner, the executive director of the Arts Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and development, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

Artists in Residence. Funds are provided for residencies of professional artists in Maine schools and in other non-profit alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a minimum ten-day to one year period.

Maine Touring Artists. This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and

EDUCATIONAL AND CULTURAL SERVICES

other services. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and writers. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year. Applicants are eligible for up to 1/3 funding, up to 1/2 in areas west of Route 2 and in Aroostook and Washington Counties.

Regional Arts. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranteeing, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Services to the Field. The purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

Information. This program was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

Percent for Art/Art in Public Buildings. The Commission administers the state law, enacted in 1979, which provides funds for the acquisition of works of art for certain public buildings. The Commission maintains an Artists Registry containing slides of the work of over 800 artists for the program, which is available to the public for viewing at the Commission office.

Contemporary Visual Arts Exhibition Program. In 1985 the Commission established a program of financial support for exhibitions that promote the work, in all media, of contemporary visual and crafts artists in Maine. Either juried or curated exhibitions are considered. This program is in addition to the Commission's other grant programs, and funding through it does not preclude funding from another.

Individual Artist Program. This fellowship program, newly incorporated by the Commission in the Spring of 1988, provides six, two thousand dollar (\$2,000) grants to individual Maine artists each year. All media are included but stagger over a two-year cycle.

Traditional Arts Apprenticeship Program. New in 1989, this program places master traditional artists with apprentices to insure that Maine's finest traditional arts are preserved for the future.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a quarterly publication.

Maine Touring Artists Program: A booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Programs: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Percent for Art Bulletin: Provides news of Percent for Art Commissions, both competitions and awards. Published on months opposite Newsletter.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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ARTS BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	346,579	277,694			68,885	
Health Benefits	26,526	22,578			3,948	
Retirement	71,577	56,299			15,278	
Other Fringe Benefits	4,019	3,102			917	
Other Contractual Service	107,746	56,311	4,125		47,310	
Rents	4,836	4,342			494	
Commodities	3,823	761			3,062	
Grants—Subsidies—Pensions	693,694	311,296	825		381,573	
Transfers to Other Funds	4,434		124		44,310	
TOTAL EXPENDITURES	1,263,234	732,383	5,074		525,777	

MAINE ARTS COMMISSION

DAVID LAKARI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Telephone: 289-2724

Established: May 11, 1966

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 088; Citation: 27 M.R.S.A., Sect. 401

Average Count—All Positions: 12; 10 State: 2 Federal

Legislative Count: 10

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies; and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the arts to meet the needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art. It must file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine Arts Commission consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

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PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include Maine Touring Artists; Artist in Residence; Maine Regional Arts, Contemporary Visual arts exhibition program; Traditional Arts Apprenticeship Program; and administration of the Percent for Art Program.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Services to the Field Program, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development.

The Information Program was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISPP), a computerized mailing list, grants, and facilities information system for state arts agencies.

PUBLICATIONS:

Newsletter: A summary of the important issues facing the arts in Maine, a quarterly publication.

Maine Touring Artists Program a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Guide to Grants and Services: revised and republished on a yearly basis.

In High School I Believed That Poetry Existed Only to Make Me Feel Stupid: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Percent for Art Bulletin: provides news of Percent for Art Commissions, both competitions and awards. Published on months opposite newsletter.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Arts Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

MARGUERITE MACDONALD, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta

Telephone: 289-5113

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071A; Citation: 20A M.R.S.A., Sect. 202

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to supervise the ECIA Chapter 2

EDUCATIONAL AND CULTURAL SERVICES

Program; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department, with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

ESEA Chapter 2 program. This program provides funds to improve education at the local and state level. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters, compilations of Maine education laws, and the Annual Performance Report on Maine's Public Schools.

Affirmative Action Unit. The unit is responsible for providing to local school districts information and technical assistance about federal and state laws, regulations and procedures. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for Women and the U.S. Department of Education.

PUBLICATIONS:

Performance Report on Maine's Public Schools—1990 (Free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Department of Education and Cultural Services.

ADVISORY COMMITTEE ON EARLY ELEMENTARY EDUCATION

DR. PHYLLIS DERINGIS, DIRECTOR, DIVISION OF CURRICULUM
JENIFER VAN DEUSEN-HENKEL, CONSULTANT
MAIZIE ARGONDISA, CONSULTANT

Central Office: DECS, Augusta

Telephone: 289-5981

Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: December 1984

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 478; Citation: 20A M.R.S.A., Sect. 260

PURPOSE: The purpose of the Early Education Advisory Committee (EEAC) is to offer suggestions and/or recommendations with regard to critical early childhood education issues in the State of Maine which should be targeted by the Department of Education.

ORGANIZATION: This committee meets regularly. Meeting agendas are developed by the two consultants in conjunction with the elected Chair. Decisions are made by consensus whenever possible.

This committee is composed of practitioners with specialized knowledge in this field. Members include an assistant professor, two principals, a guidance counselor, two classroom teachers, and a superintendent. DECS staff serve on the committee also. Members serve a two-year term and are invited to serve by the Commissioner of Education & Cultural Services.

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PROGRAM: The major goals and objectives of the Early Elementary Education Advisory Committee (EEEAC) focus on improving the quality of school programs for four through nine-year-olds and their families in the State of Maine. This body offers advice and recommendations to DECS staff and provides assistance in performing targeted tasks.

This year the members of this Committee have provided assistance in the production of a statewide conference and a publication entitled, "Parental Involvement: A Guide for Building Positive Relationships." They have also contributed their advice and expertise to the selection of new projects funded under the Early Childhood Education Plan Grants Program and advised on the development of Early Childhood Demonstration Sites.

PUBLICATIONS:

- "Kindergarten Curriculum for Conceptual Language Development"
- "Early Childhood Education: Programs That Work"
- "Early Elementary Education: Curriculum Planning for the Primary Grades"
- Reprints from "Maine Emphasis": "Child's Play," "Alphabet Soup," "Curriculum: Content Plus Kids," and "Teachers Take Charge."
- "New Beginnings: A Guide to Screening"
- "Building Blocks: Continuing Early Childhood Education Plan Grant Programs."
- "The Big Book for Educators—Developmentally Appropriate Practice: A Guide To Change." — (three dollars)
- "Parental Involvement: A Guide for Building Positive Relationships"

FINANCES, FISCAL YEAR 1990: "Section 2, 20-A, MRSA #260, 2-D" provides that expenditures of this unit shall be borne by the Bureau of Instruction and are, therefore, included in its financial display.

STATE BOARD OF EDUCATION

JANE AMERO, CHAIR

WILLIAM LAWRENCE, Vice Chair

Central Office: Education Bldg., Augusta

Telephone: 289-5800

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: August 6, 1949

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 077; Citation: 20A M.R.S.A., Sect. 401

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common

EDUCATIONAL AND CULTURAL SERVICES

Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: The State Board of Education's mission is to assure effective development of lifetime learning for all Maine people. During the past year the Board has worked to implement goals to carry out this mission. The Board strongly supports year-round use of schools for educational and community needs. Board policies regarding new school construction encourage the use of schools as community centers, and several Board members have spoken to groups across the state about the benefits of keeping school facilities open year-round.

In March the State Board of Education sponsored with the Arts Commission and the Department of Education a school construction conference. Conference speakers stressed the importance of community participation in planning the facility as well as in using the facility once constructed. The State Board of Education believes that parent and community involvement in the schools is one of the key ingredients needed to improve student success in school. To this end, the Board co-sponsored with the Maine School Volunteer Alliance a conference on "How to Improve Parent and Community Involvement in the Schools." The Board also participated in the Governor's forums on establishing goals for education and emphasized the importance of parent and community involvement in schools that are open year round for educational and community needs.

In order to reach out to local communities, to listen to their concerns, and to encourage communities to establish education as their number one priority, the State Board of Education has been holding its monthly meetings in various locations across the state. In the past year the Board has met in Rockland, Fairfield, South Portland, Portland, Turner, Sanford, Kennebunk, Skowhegan, Orono, and Augusta. Besides its regular monthly meetings, the Board held seven regional forums to listen to community reaction to the education reforms enacted since 1984. These forums were held in Skowhegan, the Norway/South Paris area, Wiscasset, Dover-Foxcroft, South Portland, the Ellsworth area, and Fort Fairfield. The State Board of Education has made a major commitment to communicating with local educators, school board members, parents, and citizens.

The State Board of Education offered testimony on many bills during the legislative session and worked with the legislature's education committee on improving educational quality and opportunity for all Maine students. The Board hosted a dinner for the teacher of the year. Board members served on selection committees for both the teacher of the year and the national schools of excellence recognition program. Board members also served on many state and national committees with a variety of foci ranging from rural education to military education.

LICENSES, PERMITS, ETC.:

Certification and Placement Section

Certification:

Teachers

School Nurse

Driver Education

School Psychologists

Curriculum Supervisors

Psychological Examiners

Division of Special Education

School Library Media Specialist

School Principal

School Superintendent

Counselor

Vocational Instructor

Reading Specialist

Special Education Consultant

Speech & Hearing Clinicians

FINANCES, FISCAL YEAR 1990: 20A MRSA, Section 404 provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

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MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

EVE M. BITHER, COMMISSIONER

FRED DOUGLAS, Director of Higher Education Services

Central Office: One Weston Court, Augusta

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 080; Citation: 20-A M.R.S.A., Sect. 10501-10502

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct, either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commissioner for Higher Educational Facilities may establish plans and rules or amend existing plans and rules in accordance with the United States Higher Education Facilities Act of 1963, Public Law 77-204, as amended by Public Law 89-752, Section 3 and requirements of the Federal Government established under the Act as amended. It may also accept and disburse all moneys in accordance with the act.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY90 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1990: No funds were available in FY90.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FEDERAL-STATE COORDINATOR

Central Office: Education Building, Augusta

Telephone: 289-5112

Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071C; Citation: 20A M.R.S.A., Sect. 202

PURPOSE: This unit oversees all legislative activity for the Department with the Legislature and the Governor's Office and is the legislative liaison to the State Board of Education. The unit serves as the liaison to the Governor Baxter School for the Deaf for the Department. The unit is responsible for the

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strategic planning activities of the Department. The unit is the Commissioner's liaison to the Advisory Committee on Truancy, Dropouts and Alternative Education. The unit is the Commissioner's liaison to the UMS Instruction Television System and a member of the UMS Telecommunication Oversight Committee.

ORGANIZATION: This unit reports directly to the Office of the Commissioner. The federal liaison responsibility was added to the unit's responsibilities in August, 1980. The Governor Baxter School for the Deaf liaison responsibility was added in 1982. The truancy, dropouts and alternative education responsibilities were added in 1986. The Strategic Planning responsibility was added in 1987 and the Telecommunications liaison responsibility was added in 1988.

PROGRAM:

Governor Baxter School for the Deaf Liaison. This unit is the Department's administrative and policy liaison to the GBSD. It is in turn, GBSD's liaison to the Commissioner and the Legislature.

Legislative and Governmental Liaison. This unit oversees all legislative activity for the Department with the Legislature, the Governor's Office and the State Board of Education. The unit also coordinates with state and educational associations and local school administrative units. The unit is the Commissioner's liaison for state governmental relations.

Truancy, Dropouts and Alternative Education. This unit is the Commissioner's liaison to department staff and the Advisory Committee on Truancy, Dropouts and Alternative Education whose charge is to advise the Commissioner on the development and implementation of state and local policies and programs that are needed to deal effectively with the incidence of truancy and dropouts in schools.

Strategic Planning Coordination. This unit coordinates the Department's strategic planning activities and prepares reports and updates.

Telecommunication Liaison. This unit is the Commissioner's liaison to the University System's Instructional Television System and is a member of the UMS Telecommunication's Oversight Committee. The unit chairs the Department's Telecommunications Committee and the Commissioner's liaison to the Northeast Regional Distance Learning Advisory Committee.

Rulemaking Liaison. This unit is the Commissioner liaison to the Secretary of State's Office on procedures relative to the Administrative Procedures Act.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1931

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20-A M.R.S.A., Sect. 202

Telephone: 289-4485

Sunset Review Required by: June 30, 1998

Legislative Count: 14

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

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FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	332,934	332,934				
Health Benefits	31,816	31,816				
Retirement	66,858	66,858				
Other Fringe Benefits	1,821	1,821				
Computer Services—State	31,633	31,633				
Other Contractual Service	24,274	24,274				
Rents	307	307				
Commodities	-7,536	-7,536				
Grants—Subsidies—Pensions	504	504				
Interest—Debt Retirement	5	5				
Transfers to Other Funds	116,799,184	116,799,184				
TOTAL EXPENDITURES	117,281,800	117,281,800				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

KATHLEEN M. FRIES, SUPERINTENDENT
RANDALL P. ROY, Business Services Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165 (Voice and TDD)
Mail Address: P.O. Box 799, Portland, Maine 04104—0799
Established: 1876 *Sunset Review Required by:* June 30, 1998
Reference: Policy Area: 02; Umbrella: 05; Unit: 090; Citation: 20A M.R.S.A., Sect. 7503
Average Count—All Positions: 133.5 *Legislative Count:* 80

PURPOSE: The Governor Baxter School for the Deaf was originally established for the purpose of providing an educational and residential program for deaf children in Maine. The purpose and organization of GBSD has evolved and expanded in response to changing federal and state regulations with regard to Special Education and, in particular, deaf education. Governor Baxter School for the Deaf has become the core of a developing and far-reaching system to identify and meet the educational and related needs of Maine's hearing impaired citizens. The mission is to integrate these educational opportunities into a single state-wide unit in order to provide optimum services for hearing impaired infants, children, adults, their families, and the community at large.

Governor Baxter School for the Deaf has met school approval standards developed by the Maine Department of Educational and Cultural Services. It is also accredited by the Conference of Educational Administrators Serving the Deaf, a national association of schools and programs serving deaf students.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It operated on Spring Street as part of the Portland School System until 1897. At that time, Portland deeded the land and buildings to the State. The school became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the organization was placed in the Department of Mental Health and Corrections. It remained there until transferred to the Department of Educational and Cultural Services. Since 1982 the Department's Office of Federal-State-Local Relations has served as liaison to the Commissioner and Legislature and resource on administrative and policy matters.

In 1943, former Governor Percival P. Baxter donated Mackworth Island to the State. He was later influenced by deaf people to help find a new site for the school when it had outgrown its Spring Street location. In 1953, funds donated by Governor Baxter and funds granted by the Legislature were used for the construction of a new educational, residential facility for the deaf on Mackworth Island. In 1957, the

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Legislature honored the Governor by officially changing the name of the school to Governor Baxter School for the Deaf.

PROGRAM:

GBSD provides a wide range of services for students, families, professionals and citizens in the State. Comprehensive programming includes five departments:

The Academic Program includes Elementary, Middle and High School, local and regional Athletic Program, and a Project Adventure Component.

The Residential Program includes a recreation program, Health Center, and Independent Living Program.

Statewide Educational Consulting Services include the Parent/Infant Program, Preschool Program, Preschool Outreach, Public School Outreach, Family Education, Aroostook Program, GBSD Mainstream Program, and Language Delay Preschool Program.

Therapy and Evaluation Services include Educational Assessment, Psychological Services, Occupational and Physical Therapy, Audiological Services, Speech/Language Therapy, Mental Health Counseling, Vocational Education Evaluations, Social Services, P.E.T. meetings and Statewide Comprehensive Evaluation Services.

The Resource Center on Deafness includes Adult Education, Sign Communications, Library and Media, Captioned Film Depository, Computer Program, Community Relations, and I.T.V.

GBSD also features an extensive Sound and Communications Technology Laboratory. Annual summer programming includes the Parent/Infant Program, the Preschool Program, the Family Learning Vacation and the Portland-Falmouth Teachers/ Academy.

In addition to the functions mentioned, GBSD serves as the contact for the Gallaudet University Information Center on Deafness and works closely with Gallaudet University Pre-College Programs in Washington, D.C., and the Galludet Regional Center at Northern Essex Community College in Haverhill, Massachusetts.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf).

PUBLICATIONS:

"The Beak"—school newsletter

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,237,870	2,222,780			15,090	
Health Benefits	206,979	203,823			3,156	
Retirement	457,679	454,738			2,941	
Other Fringe Benefits	22,845	22,743			102	
Other Contractual Service	419,576	398,266			21,310	
Rents	6,196	6,196				
Commodities	176,245	151,886			24,749	
Grants—Subsidies—Pensions	97,853	105,886			-8,033	
Buildings and Improvement	21,460	21,460				
Equipment	47,708	47,708				
Interest—Debt Retirement	49	49				
Transfers to Other Funds	561				561	
TOTAL EXPENDITURES	3,695,021	3,635,145			59,876	

EDUCATIONAL AND CULTURAL SERVICES

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD #1, Box 833, Orrs Island, Maine 04066

Telephone: 833-2861

Mail Address: RFD #1, Box 833, Orrs Island, Maine 04066

Established: March 20, 1907

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 087; Citation: 27 M.R.S.A., Sect. 261

Average Count—All Positions: 1

Legislative Count: 0

PROGRAM: The year ending June 30, 1990 saw a greatly curtailed program of activities due to the illness of the State Historian. Nevertheless, there was correspondence and discussion with students and researchers of Maine history and several lectures were given to historical societies. In May and June, Maine History was taught at U.S.M. Presently, the State Historian is directing a travel course at U.S.M. and visiting historical sites of Western and Southern Maine. A full schedule of activities is planned for 1990-1991.

FINANCES, FISCAL YEAR 1990: The Office of the State Historian has no appropriated funds, and, therefore had no expenditures for FY 90.

MAINE HISTORIC PRESERVATION COMMISSION

CHRISTOPHER C. GLASS, CHAIRMAN

EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta, Floor: 1

Telephone: 289-2133

Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 089; Citation: 27 M.R.S.A., Sect. 502

Average Count—All Positions: 10

Legislative Count: 5

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% state matching grants available for the restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made

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by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 90, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 46 individual sites and two historic districts. The Commission sponsored one prehistoric archaeological survey, one historic archaeological survey, two architectural inventories of Maine communities, and two special projects.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 90, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification and restoration of historic sites and structures:

Administration	\$334,237
Prehistoric Archaeological Surveys	20,305
Historic Archaeological Surveys	6,850
Architectural Surveys	10,816
Special Projects	7,500
Total	\$379,708

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Hunt, H. Draper and Clancy, Gregory K., *The Blaine House, A Brief History and Guide* (1983).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	446,362	153,255	153,449		139,658	
Health Benefits	45,753	12,134	19,395		14,224	
Retirement	92,514	35,317	29,993		27,204	
Other Fringe Benefits	4,266	1,164	2,084		1,018	
Other Contractual Service	(88,401)	20,121	(173,000)		64,478	
Rents	5,508	934	1,099		3,475	
Commodities	44,636	6,622	8,886		29,128	
Grants—Subsidies—Pensions	263,467	111,170	5,000		147,297	
Equipment	272				272	
Transfers to Other Funds	19,360		4,328		15,032	
TOTAL EXPENDITURES	833,737	340,717	51,234		441,786	

BUREAU OF INSTRUCTION

WILLIAM H. RICHARDS, Ed.D., ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta

Telephone: 289-5918

Mail Address: State House Sta. #23, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 0711; Citation: 20A M.R.S.A., Sect. 202

Legislative Count: 69.5

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for six divisions which deal with: curriculum development, instruction, program evaluation and other topics related to the education of Maine students in grades kindergarten through grade 12; school improvement programs including strategic planning, school approval and accreditation; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 20-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped; an annual assessment of student achievement in Maine schools for grades 4, 8, and 11 in the subject areas of reading, writing, mathematics, and other content areas. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Elementary and Secondary Education Amendments of 1988 and the Maine Migrant Education Program. This Bureau also has the responsibility for the Instructional Support Group Program, the Maine Aspirations Compact, and the Commission on Maine's Common Core of Learning.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction. It includes all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

PROGRAM:

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This division serves the public schools of Maine in alcohol/drug abuse prevention and education efforts. The division's position is that schools can be one of the most effective segments of a comprehensive school/community approach for impacting every aspect of local alcohol/drug use, abuse, and dependency problems.

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The division addresses alcohol/drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of school students and adults: (1) those who are using, abusing, or dependent on alcohol/drugs; (2) those affected by others who are abusing or dependent on alcohol/drugs; and (3) those who are neither using nor are affected by others abusing alcohol/drugs.

The Division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol/drug prevention programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, and alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At the week-long team development institute and three-day follow-up conference, team members learn about the disease of alcohol/drug dependency; how alcohol/drug abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive prevention and education programs and services in their schools and communities. Each local team goes through a planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol/drug issues. The division then provides continuous leadership and direction through ongoing education, consultation, and material resource assistance to help the team move through its action plan toward "where it wants to be." A key component of this support to teams includes periodic evaluation and instruction regarding the team's authority to exist; a climate of mutual respect as it conducts its work; team skills including, decision making and meeting strategies; membership issues, such as recruiting and training new members; and action planning. This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems. A Program Review and Comment Committee comprised of educational and community leaders provides advice and guidance on the division's program direction.

In-Service Education: The division conducts two-day in-service workshops on alcohol/drug use, abuse and dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for team training. It also provides opportunities for advanced training for key professional groups within the school system.

Curriculum Development: The division provides consultation and training for primary prevention curriculum programs and resource materials for use in elementary and secondary schools.

Technical Assistance: Technical assistance in implementing alcohol/drug education programs is available to all school personnel in Maine. With the passage of P & S 1985, c. 134, field offices were established in Presque Isle and Machias. The consultants based in those offices provide direct on-site assistance to schools in Aroostook, Washington, Hancock, Northern Penobscot, and Northern Piscataquis Counties. The division provides technical assistance to school/community groups in team development, school board and community awareness presentations, alcohol/drug policy development, support group development, student awareness presentations, curriculum implementation, and selection for utilization of print and audiovisual resources.

Resource Services: The division's resource services are available to all school systems and community groups in Maine. The audio-visual library contains the largest film collection in New England. Over 900 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civil groups, and community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 600 films per month. The division maintains an inventory of pamphlets and books available for loan and/or distribution to schools state-wide. These materials and related consultation on their appropriate use are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools. As outlined in Subchapter II, Section 20022, the resource center will negotiate plans with the Office of Substance Abuse to coordinate services between the Division's Maine State Audiovisual Alcohol/Drug Resource Center and the Maine Alcohol and Drug Abuse Clearinghouse.

Special Projects: As part of the Safe Communities Program, the division sponsors state-wide prevention activities. The Highway Safety Program aims to reduce the incidence of operating under the influence during the Christmas and New Year holidays; Project Graduation aims to prevent alcohol/other drug related highway fatalities during commencement season through the promotion of chemical-free graduation activities. In 1983, this project became a national model and received the Secretary's Award for Excellence as a Community Health Program and a Community Health Promotion Award from the U.S. Department of Health and Human Services. Chemical-free commencement activities are

planned by students, parents, and school personnel in nearly every high school in Maine each year. In 1990, for the third consecutive year, there were no alcohol-related teenage highway fatalities during the commencement season.

The Bureau of Highway Safety in the Department of Public Safety provides partial funding for the division's Highway Safety Program and cooperates with the division in promoting or sponsoring special projects related to highway safety.

Special Initiatives: The division's initiatives have focused on elementary/middle level prevention needs and at risk children in grades kindergarten through twelve. Developmental work has been underway to identify, pilot and evaluate models for ensuring that younger children have comprehensive prevention and intervention programs, and for providing schools with a process for identifying, assessing, and appropriately referring students who need services to deal with behavioral issues that may be related to alcohol/drug use. Additionally, the sports alcohol/drug prevention initiative continued this past year with workshops, consultations, and development of a booklet that has been selected for national distribution.

Interdepartmental Cooperation: The division works in cooperation with staff members from the Departments of Corrections, Human Services, Mental Health and Mental Retardation, and Public Safety in relation to alcohol/drug related programs and services. In 1990, Public Law 934 established an Office of Substance Abuse. Current leadership and services will continue to be provided by the Department of Education with the mandate for a plan to be submitted to the Office of Substance Abuse by January 1, 1992 outlining how the department will coordinate and consolidate alcohol/drug education programs.

Federal Initiatives: The division is administering the Drug Free Schools and Communities Act of 1986 for Maine. This includes formula grants for school administrative units to use toward comprehensive program implementation, and the Governor's discretionary funds for grants funding community prevention programs and programs for high risk youth. Under the federal Drug Free Schools Recognition Program, seventeen schools in Maine were selected for state-wide recognition of excellence in their prevention programs.

The five schools selected for Comprehensive Programs were Dexter Regional High School, Hampden Academy, Old Orchard Beach High School, Robert W. Traip Academy, and York High School. The twelve schools selected for their Innovative Programs were Biddeford High School, Bowdoin Central School, Cony High School, Lincoln Academy/Union #74, Lincoln Academy, Loranger Memorial School, Miller Grade School, Mt. Blue Junior High School, Mt. Blue High School, M.S.A.D. #27, Wiscasset Schools, and Yarmouth Junior-Senior High School.

Research & Evaluation: This year, the division has undertaken a longitudinal (i.e., over 5 years) assessment of the K-8 Alcohol/Drug Primary Prevention Leadership Program involving four experimental and two control sites. This assessment will study the process and impact of implementing a comprehensive alcohol/drug prevention and education program at the elementary school level. A state-wide survey of student-athletes in the middle, junior and senior high schools is in the early stages. The incidence and prevalence of use and abuse of a wide assortment of licit and illicit drugs including alcohol, tobacco, caffeine and steroids as well as student indicators to use drugs in the future will be undertaken. Planning is also underway to replicate, with assistance from federal Drug-Free Schools and Communities funds, the state-wide survey of students in grades 5-12. This survey examines not only the incidence and prevalence of student alcohol/drug use, abuse and dependency, but also related issues, such as admitted likelihood of future use, factors considered to indicate risk of alcohol/drug use, student attitudes toward options for help, and parental alcohol abuse.

Traditionally, alcohol/drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol in the community versus dealing with other drugs by targeting teens in the schools. The division helps local teams recognize the reality that adults, as well as teens, use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The division recognizes that the abuse of alcohol/drugs creates a barrier which inhibits academic and social achievement in schools. Students and employees who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential. Additionally, home environment influences the capacity to learn, to teach, and to provide school leadership. There is a definite negative impact on all individuals who come from homes where there are alcohol/drug abuse problems, particularly school-age children. As a school and community establishes strategies for dealing with alcohol/drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated with alcohol/drug related issues, the potential for excellence in schools increases proportionately.

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The philosophy and direction for helping Maine schools deal with alcohol/drug issues has been set and must be maintained. The Division of Alcohol and Drug Education Services provides a model of continuity and consistency for the schools and communities of Maine. The division has trained 117 school/community teams representing 64% of the state's school systems. The school/community approach utilized by the division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations. The division provides ongoing state-wide leadership, coordination, training, consultation, and program resource services. This ensures that schools and communities have the support to successfully accomplish their short and long-term goals in prevention and education programs.

Division of Certification, Teacher Education and Placement. A major responsibility of the Division of Certification is to license educational personnel to be employed in Maine's schools. Applications for the initial teacher, educational specialist, and administrator certificates are reviewed and issued to applicants who have met requirements established by the State Board of Education under Chapter 502, effective July 1, 1988. Individuals may also receive guidance and assistance in planning various routes to obtain necessary requirements for certification. In addition, the Division approves local support systems plans on a 5 year cycle and provides technical assistance to local units regarding the renewal of educational credentials. The Division is directly responsible for assisting administrators with the needs assessment and action planning procedures for certification renewal where an optional regional administrator support system is unavailable.

The Division also serves as advisor to the Commissioner and State Board concerning the preparation of educational personnel at approved teacher training institutions both in Maine and nationwide.

The Placement Office conducts a nation-wide recruitment program, maintains a placement service which provides job vacancy information to certified candidates and assists superintendents in their search for qualified educators.

The Division also reviews allegations of misconduct which may result in denial, revocation or suspension of a certificate.

Division of Educational Assessment. The Division of Educational Assessment was created by the Educational Reform Act of 1984 to conduct an annual assessment of student achievement in Maine Schools. The Maine Educational Assessment (MEA) program has completed its fifth year of assessing all students in grades 4, 8, and 11 in the subjects of reading, writing, mathematics, science, social studies, and humanities. A unique feature of the MEA is its assessment of writing which requires students to spend approximately one hour developing an essay. The 15,000-plus essays are then scored analytically by Maine teachers.

The MEA assessment design involves both common achievement testing for individuals in reading, writing, and mathematics, and sampling across a broad range of knowledge and skills in all six subject areas listed above. Results from the common section of the assessment are reported directly to parents. Students who score above the 95th percentile receive a certificate recognizing their outstanding achievement. School and district summary reports describe overall student performance and include a detailed analysis of that information in relation to student and community characteristics.

The Division is composed of 5 professional staff and 2 support staff. In addition to administering the assessment, the assessment staff provides technical assistance to school districts in the utilization of results. Given the large scale nature of the assessment program, the Division contracts for assessment services in test development, administration scoring, and reporting.

Division of Compensatory Education (Chapter 1 of Title I of the Elementary and Secondary Education Amendments of 1988). The division operates approximately 200 local school administrative unit basic grant projects statewide (totaling more than \$23 million). The division has responsibility for approval, program compliance, performance, and evaluation of Chapter I ESEA activities as set forth in Public Law 100-297 and its amendments. The division further administers more than 80 project operations of the State Migrant Education Program. This program serves children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, or wood harvesting. The division assists other state agencies in provision of free public education to children in institutions for the neglected or delinquent, or those in adult correctional centers. All services available through Chapter 1 funding must be designed to supplement existing school programs in the basic skill area of reading, language arts and mathematics.

Division services include: issuance of legal opinions and interpretations of Federal Laws and regulations for state and local school administrative units operating Chapter 1 ESEA Projects; investigation of specific allegations of misuse of Chapter 1 ESEA funds under appropriate statutes, and enforcement of compliance with applicable Federal and State rules, regulations, and guidelines; technical assistance through annual program review visitations to more than 80 percent of the 280

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contracts in local school administrative units each year; development and coordination of inservice training for Chapter 1 ESEA administrators, teachers, paraprofessionals, and parents on an annual basis at several statewide sites to up-grade and strengthen programs in the major basic skill areas of reading, language arts, and math; close liaison with other federal, state, local and private agencies and organizations to make local units aware of nationally validated programs that can be implemented locally to increase the effectiveness of remedial reading and mathematics projects; responsibility for the compilation, analysis and preparation of statewide evaluation in the basic competency skills of reading and math, and provision of evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire.

Division of Special Education is responsible for the implementation and administration of Title 20-A, MRSA, Part 4, Subpart 1, "Special Education" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The Department has general supervisory responsibility for the educational programming of all exceptional students residing within the state.

Federal Programs: In FY 88 ninety-six individual and forty-one consolidated local entitlement applications submitted by school administrative units were approved for a total expenditure of \$6,700,000 of the P.L. 94-142 State Grant Award. 30% of these funds went to special education teachers salaries. Discretionary grants were awarded to school administrative units in the amount of \$1,302,310. Priorities for the discretionary grants were recommended by the Maine Advisory Panel on the Education of Exceptional Children.

Twenty-seven thousand nine hundred and eight exceptional students were provided Special Education and Related Services in 1988-89. This represents 13.1% of the total estimated 5-17 school-age population in Maine.

The majority of students (10,937) served were identified as learning disabled. This represents 39.4% of exceptional students served, or 5.2% of Maine's 5-17 school-aged population. Four thousand two hundred and thirty-nine students were identified as having behavioral needs. This represents 2.0% of Maine's 5-17 school-aged population.

Of special education students, 51.4% (14,331) received special education and related services and regular classroom instruction. Twenty-nine percent (8,408) received resource room instruction. Twelve percent received separate class instruction while approximately 2% received their instruction in residential programs.

The related services most frequently provided to special education students in 1988-89 were speech and language services (26.1%). Psychological services made up 11.4% of the related services provided. Other related services, such as counseling services, occupational therapy, and social worker services followed in that order.

Of the special education students between the ages of 14 and 21 in the public school system in 1988-89, six thousand three hundred, or 71.2%, are still receiving special education services. Seven hundred and fifty-four graduated with diplomas, while 398 exceptional students dropped out of school. Forty-two percent (167) were behavior disordered and 39% (154) were learning disabled. Sixteen and seventeen year olds made up the majority of those students who dropped out.

Data reported on anticipated services needed by special education students between the ages of 16 and 21 in 1988-89 indicates that the most needed services for this age group were first, vocational training and job placement (16.7%), second, case management and counseling (14.0%), and third, mental health services (10.2%).

CSPD (Comprehensive System for Personnel Development) Structure: Maine's Comprehensive System of Personnel Development was restructured over the summer of 1987, to include as a major leadership group, a Department of Education/Higher Education personnel development committee, composed of members of the Division of Special Education and all teacher education colleges and universities in the state. This group met four times throughout the year, and is in the process of defining goals. The new plan also calls for the development of regional Comprehensive Systems of Personnel Development. One was piloted in western Maine in 1989 with a western CSPD Advisory Team formed in the spring to provide leadership. They held a strategic planning retreat in June and September to develop a mission statement, priority regional goals, and plans to meet them. A similar process was used in Aroostook County to begin to form an Aroostook CSPD. Some highlights of 1989-90 are described below.

I. *Western CSPD*

A. *Western CSPD Newsletter*

Highlights regional promising practices and disseminates information about professional

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growth, opportunity within the region to teachers, administrators, school board, and university staff.

- B. **Assessment of Current Status of Staff Development in Region's Schools**
Staff development, school improvement, certification support system plans were reviewed, as well as special education program review reports for all local school units.
- C. **Staff Development Retreat—"Rethinking Professional Growth"**
A 2-day retreat for staff development teams in Western Maine was held to promote and expand deeper thinking about professional development: what it is, and what it can be. 48 persons from 10 school districts within the region participated.
- D. **Seminar—"Redesigning Schools: A Vision for the Future"**
A seminar on education in the 21st century with Shirley McCune, a nationally known futurist, was held. 48 school board members, administrators, and teachers from 12 districts attended. In addition, Shirley held a super "breakfast chat" with 8 regional superintendents.
- E. **Minigrant and Networking Program**
A program to promote and celebrate the development and dissemination of successful strategies to meet the diverse needs of diverse students was initiated in May 1990. Seventeen minigrants of \$300 were awarded to 17 teachers or teacher teams. Nine of these were special educators and 8 were regular educators; 5 were targeted at secondary students, and 12 at elementary students. A total of 340 students will benefit directly from the diverse teaching strategies which will be supported through these minigrants.
- F. **Seminar Series on Change**
A 3-part seminar series on change, the foundation of professional development and school improvement, was initiated on June 20th. 27 teachers, administrators, and school board members attended from 9 school districts.

II. *Maine's Support Network for Special Education Teachers*

This project was designed to promote the continued professional development of special education teachers. It was awarded the 1988 ACRES National Exemplary Project Award in Inservice Education. Its accomplishments for 1989-90 included the following:

- A. Regional teacher networks in 7 regions of the state, (western, southern, central, Washington, Hancock, northern Aroostook, and southern Aroostook) continued to flourish. The western region broke into 2 regions, centered around Bethel and Farmington. A new regional group was formed in Penobscot, with over 50 persons attending.
- B. Two to three teacher support sessions were held throughout the year in each region. 95% of Maine's school districts were represented with 40% to 95% of the teachers in each region participating. Participation doubled or tripled this year in all regions.
- C. A "mid-winter retreat," open to teachers from all the Networks, was held in January to provide follow-up training to the summer academies, and to promote statewide networking. Over 300 teachers attended.
- D. Regional Teacher Academies on priority training needs were held in August 1989. The training content responded to regionally identified needs. Regional teacher academies have also been planned for August 1990.

III. *Mainstreaming*

The Mainstreaming Project was developed to train special education teachers to teach an exceptionality course to regular educators. The response has been overwhelming. Three 2-day "trainer of trainers" courses for teams of special educators were held in 1989-90, with over 90 persons trained. They, in turn, taught the course to their colleagues. Followup sessions were also held.

The course is designed to reflect knowledge about adult learning and successful professional development and, in turn, truly engage participants in learning about exceptionality. Modifications this year included a greatly refined trainer's manual.

IV. *Staff Development*

Training and assistance regarding successful staff development practices and the development of local support systems was provided to staff from 16 school districts within Maine, as well as to educators from Iowa, Minnesota, Mississippi, Massachusetts, New Brunswick, Nova Scotia, and the Netherlands.

Building Systems for Professional Growth, copublished by the Maine Department of Education and the N.E. Educational Regional Laboratory, was finally published, and will be disseminated to all school units in Maine.

Interdepartmental Activities: The Division continues its active participation in and support of Maine's ten year history of interagency collaboration. The legislatively established goals for the Interdepartmental Council include the continued development of a statewide system of coordinated services, evaluation of the allocation of resources to insure the availability of quality services, and the

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continuation of the development of a comprehensive approach to the initiation and revision of policies affecting services to children and their families. Major accomplishments included the Interdepartmental Council's participation in the development of a children's budget for 1990-1991 and the initiation of the policy statement adopted in May of 1988, which clarified the organizational structure and work plans for each policy committee, subcommittee and work group.

The Division was supportive of the Interdepartmental Council's Children's Residential Treatment Center Committee and worked with other department representatives on increasing access to third party funds for children in need of treatment. The process for establishing rates was well received by representatives of the residential treatment centers in Maine.

Governor McKernan designated the Department to be the responsible entity for the preparation of an application for federal assistance to be available under P.L. 100-407. A planning group coordinated a needs assessment utilizing the University of Maine's Instructional Television system and coordinated the identification of resources to be used in increasing access to technology and technology-related assistance for disabled citizens.

The Division of Special Education continues to work with the Bureau of Mental Retardation to monitor the implementation of the Joint Regulations between the Division of Special Education and the Bureau of Mental Retardation, Department of Mental Health and Mental Retardation. Meetings were held early in the year to review the joint regulations for needed amendments to correspond with changes in regulations and statutes for the two Departments. These amendments will be completed next year. Copies of the existing regulations were distributed to new special education directors as requested throughout the year. Regular telephone contact was maintained throughout the year between the individuals assigned monitoring responsibility, in order to resolve problems or issues which arose during the course of the year.

An Agreement between the Departments of Educational and Cultural Services and Corrections was completed this year and signed by the respective Commissioners on June 28, 1989. This agreement was the result of two years of work by a committee representing both Departments and the Maine Association of Directors of Services to Exceptional Children. The Agreement describes a framework for communication, information sharing and joint planning to improve the delivery of regular and special education services to clients of the juvenile justice system. A three year grant has been given to a local education agency to assist the two departments in working with correctional personnel and school personnel to implement this agreement.

Interagency Coordination: The Division continues to be involved with the Bureau of Adult and Secondary Vocational Education. The two agencies jointly continued in-service training for special educators and vocational educators. Two representatives from special education are assigned to assist in conducting reviews of the vocational centers and regions under the Methods of Administration Regulations as well as be members of the Methods of Administration Team which review state and federal regulations. The Division, with the State Cooperative Team, has revised the Cooperative Agreement. The Division continues to participate with the Bureau of Adult and Secondary Vocational Education to look at issues, assessment and certification of evaluators and vocational/special education personnel.

The Bureau of Rehabilitation in the Department of Human Services and the Division of Special Education continue to cooperate and have jointly funded staff development activities.

The Division of Special Education continues to provide 50% of the support for the Facilitator of the Cooperative Agreement. The cooperative agreement team continues to meet on a regular basis for the purpose of facilitating cooperation and increased utilization of vocational education and rehabilitation services for the handicapped.

The Divisions of Special Education and Curriculum, with the Bureau of Secondary Vocational and Adult Education, with other professional groups jointly sponsored a conference on Empowering Students to Make Decisions in the 21st Century in February of 1990 for middle and secondary school personnel.

The Division continues to work closely with the Division of Certification on issues related to the mainstream cause and teacher certification.

The Division and the Bureau of Adult and Secondary Vocational Education participated and funded the Conference on Students at Risk at the secondary school level. The Division cooperates with the Department of Labor, Department of Mental Health and Mental Retardation, the Department of Human Services, and the University systems as well as with private providers in examining and planning staff development.

The Division worked cooperatively with the Maine Occupational and Career Training Center (MOICC) of the Department of Labor in funding and designing the three-day career education workshop.

The Division worked cooperatively with the University of Georgia to assess staff development and training needs of the state relative to transition programs. They also looked at students at risk and the issues of staff development relative to drop outs.

The Division, with the Bureau of Adult and Secondary Vocational Education, works cooperatively and assists in funding the activities of the Interdepartmental Committee on Transition through its membership and financial support.

The Division works cooperatively with the University of Maine, Orono, in funding a staff development program for training of adapted physical education specialists to work in the public schools to provide adapted physical education services to those handicapped students who need this curriculum area.

The Division, in cooperation with the Bureau of Adult and Secondary Vocational Education, The Bureau of Rehabilitation and other representative agencies, developed, through the services of the Human Services Development Institute of the University of Southern Maine, a publication entitled *A Guide to Transition: Policy Procedures*. The Division, in cooperation with the Bureau of Rehabilitation, Bureau of Adult and Secondary Vocational Education, as part of the Cooperative Agreement Team, developed and jointly published two publications: 1) *A Cooperative Effort Between Special Education, Vocational Education, Vocational Rehabilitation, Eye Care Services—Program Explanations*; and 2) *Transition and Young Persons with Disabilities: A Bibliography*.

The Division developed a task force on Teacher Education which includes both public and private institutions of higher education.

The Division, in cooperation with the University of Maine System, the University of Maine and the public schools, funded and provided leadership to the Maine Task Force on Adapted Physical Education through publication of a newsletter, sponsorship of workshops and the Task Force activities.

Program Review and Technical Assistance: During the 1989-90 school year division staff responsible for Program Review monitored 24 superintendencies to determine compliance with Federal and State special education laws and regulations. Staff used the revised formats and procedures field tested during the 1988-1989 school year.

The process uses a monitoring packet which is completed by staff of the school unit and returned to the Division. A parent opinionnaire is also sent to a random sampling of parents residing in the school units area, who have children receiving special education services. The returned data are desk audited along with the monitoring packet, certification records and other data available in the Department. Based upon a review of this data, a Letter of Concerns is sent to the superintendent of the unit(s) being monitored.

A site visit of at least two days is then conducted by a Program Review Team consisting of a member of the Division's monitoring staff and at least one professional from a school unit or university training program. During the site visit, a meeting is held with administrators to discuss issues raised in the Letter of Concerns. Other components of the site visit include the auditing of student records, interviews with staff and an examination of facilities to determine whether the school provides accessible services for or discriminates in any way against exceptional students. Finally, an oral presentation highlighting the Review Team's findings is presented by the Team. The Division's Team Leader then prepares a letter of findings which is sent to the superintendent or school director. The unit's administration then has 45 days to develop a Corrective Action Plan which includes specific corrective actions, persons responsible and completion dates. The Division staff member often assists the unit's staff in the development of the Corrective Action Plan. Progress toward completion of the action plan is monitored in part through the use of a computer data base, and upon expiration of the plan, the Division staff member coordinating the monitoring process conducts a site visit to assure that all required corrective actions have been satisfactorily completed.

Program review staff have provided and arranged for a broad range of technical assistance activities. A major activity focused on the writing of educational plans. Staff provided over 30 such workshops around the state. Other program review staff workshops addressed student record confidentiality and access and the requirements of Section 504, which is administered through the Office of Civil Rights (OCR).

Technology in Special Education: The Division of Special Education has organized and implemented a network between regional special education directors' groups in Maine via SpecialNet, a nationwide telecommunications network. Twelve regional groups, nineteen individual school districts, three universities and five other agencies/organizations (including the Division of Special Education, Aroostook Private Schools, Sweetser, the Maine Association of Directors of Services for Exceptional Children and Maine CITE) are participating in this network using computer and modems. The Division has provided training and technical assistance. The Division continues to maintain a bulletin board of

Maine's legislative information on this network which includes weekly hearing schedules, a weekly update of bills introduced in the legislature and periodic status reports.

In addition a Special Educators' Forum has been maintained by the Division on another telecommunication network (ME-LINK) based in Maine. Teachers in the field can request information and/or receive information on various topic areas within Special Education via ME-LINK or Special/Net.

The Division of Special Education applied for and received a three year grant from the National Institute on Disability and Rehabilitation Research (NIDRR) during the 1989-1990 year. The Maine Consumer Information and Technology Training Exchange (Maine CITE) project is developing a statewide consumer-responsive program to increase the availability of assistive technology to Maine children and adults with disabilities. Assistive technology includes items such as adapted toys, computers that can help you read or talk, books on tape, wheelchairs and closed captioned words on television.

Preschool: The passage of P.L. 99-457 in 1986 has influenced Maine's early intervention system significantly. These major amendments to P.L. 94-142 affecting the delivery of services to both the 0-2 (Part H) and 3-5 (Section 619) populations have resulted in the need for the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) to increase their work pace and bring Maine into compliance with the mandates of service as contained in the federal law by School Year 1991-92.

Major components of this activity include:

1. Revision and submission of major legislative amendments to Maine's early intervention statute reflecting both the federal law as well as bringing the statute to current practice and terminology.
2. Completing the field review process of the *3-5 Interdepartmental Standards* through program reviews and the development of Plans for Improvement with the public and private agencies and programs reviewed; conducting a thorough study of the comparison between the *0-2 Principles and Criteria* and the *Standards*, coming to consensus regarding the methods and approach to obtain enhancement of standards to include the entire 0-5 population.
3. Provision of technical assistance to programs and services for families and young children, ages 0-5, who are handicapped or at risk for developmental delay in synchrony with both the *Standards* as well as in compliance with the basic program components as contained in P.L. 99-457.
4. Conduct an update of the **Provider Resource Directory and Data Files** in order to comply with federal data requirements regarding the availability of personnel and services for the target population.
5. Maintain and enhance the **Child Data System** throughout the State of Maine for all families and children, ages 0-5, enrolled in the interdepartmental service delivery system in order to comply with federal data reporting requirements, the development of resource priorities within and throughout the State of Maine, and to provide a local management tool for each of the sixteen Coordination Sites in the provision of mandated services and forms of assistance through coordination to these clients.
6. Work through a series of planning activities necessary to identify the specific policies related to the implementation of the federal law for the State of Maine. Activities have been initiated, for example, that provide a Philosophy Framework for the Interdepartmental Coordination System in Maine, the identification of necessary services for the target population, establishment of eligibility criteria for services under P.L. 99-457, and related initiatives that also include financing of the service delivery system, transition efforts for families and children to the public school system, and interagency agreements.

The ICCPHC will continue to provide strong leadership and management for the early intervention system in Maine, now identified statewide as **CHILD DEVELOPMENT SERVICES**. The strong interagency leadership is replicated at each of the sixteen local sites through the Local Coordinating Committees, and meets the various federal and state obligations for maximization of resources and coordination of programs and services under interagency and interdepartmental requirements.

Gifted and Talented Programs: The 112th Legislature passed legislation that requires all school administrative units to establish educational programs for gifted and talented children, Kindergarten-12, in academics and the arts by 1991-1992. Recognizing the significant scope of this effort, the law provided for the planned phase-in of this program over five years. During the 1989-1990 school year, the third year of the phase-in process, a variety of state-wide and local initiatives were carried out to support the intent of the legislation and to develop the capacity of local school units to meet the requirements of the mandate in a timely and effective way.

Each school administrative unit, guided by procedures developed by the Department, has conducted a needs assessment and established a plan for the implementation of comprehensive gifted and

talented programs. Extensive technical assistance was provided by the Office of Gifted and Talented to school units statewide, particularly in the areas of program planning, implementation, refinement and expansion. 98% of the school administrative units in the state have completed this process. The needs assessments and plans submitted to the Department also serve as the bases upon which the Department planned State-level activities and official programs to support and assist local units in their efforts in gifted and talented education. Annually, update reports of the status of local gifted and talented program plans are conducted in conjunction with the School Improvement Plan process required by the Education Reform Act of 1984.

The State consultants for Gifted and Talented Education, in collaboration with the University of Maine, University of Southern Maine, University of Maine at Farmington faculty, Maine Educators of the Gifted and Talented, and local school units carried out a wide range of training activities for educators statewide including university coursework, conferences, workshops and institutes. A series of seminars provided Orientation for New Staff of Gifted and Talented Programs as well as Advanced Level Seminars on Program Evaluation. Hundreds of educators representing school units statewide participated in these professional development opportunities.

The 12th annual Maine Summer Training Institute in Education of the Gifted and Talented was held at Bowdoin College. Included were introductory programs for elementary/secondary educators and advanced programs for teachers who have had experience with gifted education. Over 120 teachers and administrators attended this program which is committed to providing a pragmatic approach to the development of skills and the study of information in gifted and talented education. Sessions are planned in such areas as identification, curriculum modifications, and program planning to meet the needs of the gifted. Through a workshop format, participants are provided opportunities to interact with other individuals involved in educational programs for the gifted and talented to take an in-depth look at programming options at various grade levels and in specific content areas. Presentations by national experts and workshops led by key educators from Maine provide updated information on best practices in this area of education.

The 1989-1990 school year showed continued growth in interest and implementation of gifted and talented education throughout the state. 116 school units have implemented programs in their schools with 6 regional programs incorporating more than 20 school units.

Division of Curriculum. The Division provides leadership, technical assistance and regulatory services to school administrative units in Maine. Leadership and technical assistance includes the development and dissemination of information in subject areas through the Regional Curriculum Network meetings, visitations, publications and correspondence. In addition, the Division administers and integrates federal programs such as bilingual education and publishes policy and position papers on current educational practices. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems and locating resources.

The Division is responsible for school approval. Although this process is regulatory, it has leadership elements. Because school improvement planning is an integral part of school approval, division consultants provide local units with current effective schools research and practices. This leadership function is critical as D.O.E. implements the Educational Reform Act of 1984. A major component of the school approval process is the site review process conducted by consultant teams. Every elementary and secondary school must be visited on a one and five year cycle to determine if school approval standards are in place. Along with school approval, the Division is also responsible for administering accreditation, inspection visitations and home instruction programs. Through these programs, school administrative units are able to improve educational practices and services for students.

Specific Division Program Functions are as follows:

School Improvement Plans. All of Maine's public schools have submitted a School Improvement Plan as required by regulations. The plans are based on a comprehensive needs assessment and contain goals, activities, and evaluation criteria directed at improving educational conditions. Each year, school units are required to submit an up-date of the plan which indicates progress in meeting goals and sets new goals and directions. The next update from each school unit is September 30, 1990.

Accreditation. Accreditation is used as a measure of quality and a focus for future planning for individual school improvements. The process involves a year-long self-study by teachers, administrators, community members, and students followed by an on-site visit by a committee of outside educators. The visiting committee makes recommendations for program improvement based on an assessment of the self-study materials and a review of the school's programs and services. The Division of Curriculum is in the process of implementing new accreditation standards for elementary and secondary schools. The new accreditation process will be in place for the 1990-91 school year.

Publications:

Chapter 125 — School Approval Standards

EDUCATIONAL AND CULTURAL SERVICES

Chapter 127 — Curriculum and Graduation Standards

Chapter 130 — Equivalent Instruction Through Home Study

Chapter 138 — Accreditation Standards

Chapter 250 — School Approval for Nontraditional Limited Purpose Schools

Innovative Educational Grants. Innovative Educational Grants are available on a competitive basis to teachers, schools, and school systems to promote improved education. Classroom-based grants are awarded for grants submitted by individual teachers (maximum of \$2,000) or groups of two or more teachers (maximum \$5,000). School-based grants are awarded on a matching funds basis to individual schools (maximum \$10,000) and to two or more schools or school systems (maximum \$20,000). Additionally, school-based grant funds are available for grants to schools selected to participate in the Restructuring Schools project and the Challenge 2000 Schools project. This program is administered by the Innovative Educational Grants Coordinator. Services provided by the Coordinator include technical assistance to grant recipients and consultation and training to those interested in initiating and managing school change and in developing a grant proposal.

School Health Services. A school nurse consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, promotes school health programs, prepares and distributes a school health manual and publishes a newsletter for school nurses.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance and counseling. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance and counseling; student records; suspension and expulsion; issues of privacy, student rights and responsibilities; career and vocational education guidance; and protection of pupil rights.

Bilingual Education, Refugee Assistance and National Origin Desegregation. The Title IV civil rights office provides workshops and technical assistance to schools, K-12. It has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a second language and bilingual education.

The Title VII coordinator has been the department liaison with Washington for basic projects, academic excellence projects, and teacher training projects in bilingual education and ESL. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of three federal programs identified above are on file and available for review.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The offices monitor recipient sites that serve eligible refugee children. The department also has provided technical assistance to schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of immigrant children have increased in recent years; so have DOE technical assistance services under these federal programs..

Newspapers in Education. The Newspapers in Education (NIE) Program is administered by the Division of Curriculum, although it is funded totally by the Maine Daily Newspaper Publishers Association. The program assists Maine schools using the newspaper as an educational resource. The consultant conducts parent-teacher organization presentations and training seminars and workshops with educators from the primary to university graduate level. Numerous materials, including a quarterly newsletter, describe newspaper-related activities which can be integrated into various curricula. Additionally, two graduate-level Newspapers in Education courses are offered each summer at the University of Maine and at the University of Southern Maine. Through the program, daily newspapers are provided for classroom use at a discount price. Special student contests and NIE activities are highlighted in the newspapers during NIE month—March. Because of the training and services provided through this program, several hundred students in the state are now learning through educational newspaper activities in a variety of subject areas. All services and materials are available at no charge upon request.

Early Childhood. Funds were provided by the Legislature to be used for grants to local schools for the purpose of improving their early educational offerings for children aged four through nine years old. Eight projects were funded for a second year, and seven new programs began. Topics for projects ranged from establishing an ungraded primary program, to instituting a program for four-year-olds, and a developmental physical education program. In addition, the two early elementary consultants in the division provided leadership and technical assistance to the field. Special projects included a statewide conference attended by over 370 people and publication of a guide to parental involvement in the schools. Workshops on grantwriting and topics of interest were presented to the field. The Regional Curriculum

Network (RCN) was continued, bringing together department personnel, university faculty and local primary educators to discuss critical early education efforts. Three Early Childhood Demonstration sites were selected to provide programs for four-year-old children and their families and to act as training sites in the High/Scope Curriculum. One of the consultants became a certified trainer in this curriculum. Statewide training was conducted.

Instructional Support Group. The 111th Legislature in its Second Session provided money for the contracting of outstanding educators for a period of one year to assist other educators and department consultants in a supporting role. The intent is to use practicing educators to help other educators in school improvement efforts.

School Volunteer Programs. The state coordinator of school volunteer programs was hired permanently in November, 1986. The coordinator continues to offer regional training opportunities designed for both school staff and community members. Consultation is offered to school/community groups, teachers, administrators and school boards. An annual survey is conducted. By 1987, 350 schools or school districts had organized school volunteer programs. Approximately 30 districts employed paid part- or full-time directors of volunteers. Approximately 20,000 people volunteered in Maine schools, directly affecting 100,000 Maine students through more than a half million hours of volunteer work. Sixty-nine percent of the volunteers are parents and about 75% of all volunteers provide direct services to students. The goals of the program are to develop new school volunteer programs, to help schools reorganize existing programs, to stimulate local growth and innovation in meeting students' educational needs through volunteer services, to involve parents in local education, to improve the relationships between schools and their communities and to enable all segments of the community to be directly involved in helping Maine children realize their potential.

Content Areas:

Language Arts. The language arts consultants work with teachers and administrators to design curriculum, review programs and upgrade the quality of instruction in reading and writing in grades K-12. Much of this work is accomplished through regular Regional Curriculum Network meetings and visits to individual schools. Consultants also work with professional organizations such as the Maine Council for English Language Arts and Maine Reading Association and on special projects to provide teachers and administrators with a wide variety of opportunities for professional growth and development.

Math. The mathematics consultant provides technical assistance to teachers and administrators, K-12, in mathematics content and methodology and in developing mathematics curriculum. The consultant manages the Dwight D. Eisenhower program and assists school systems/institutes of higher education in developing appropriate Dwight D. Eisenhower programs. Collaboration is undertaken among the math departments of colleges and schools, industry, professional mathematic organizations and the state mathematics consultant to promote a high standard of excellence in mathematics education in Maine using the document "Curriculum and Evaluation Standards" put out by the National Council of Teachers of Mathematics. Cooperation between the science consultant and the mathematics consultant in developing K-12 programs to help enhance science and mathematics for students is ongoing.

Social Studies. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum projects. A Social Studies Consultant is available to provide leadership and technical assistance in all Social Studies areas including Maine studies.

Science. The goals of the science consultant are to assist educators in the development of their own professional and personal skills, to provide assistance to teachers and administrators in science curriculum development and enhancement, to work towards safer classrooms and laboratories, and to undertake and promote teacher and student recognition programs. Additionally, a federal grant program designed to enhance skills of teachers of math and science is administered for K-12 local educational agencies and post-secondary institutions in conjunction with the mathematics consultant.

Foreign Languages. Technical assistance is provided to teachers and school administrators in the areas of foreign language curriculum and instruction, including the development of new programs and review and improvement of existing programs. The foreign language consultant is available to provide leadership, direction, and current information concerning second language learning. The consultant also works closely with the Foreign Language Association of Maine to provide teachers and students with a wide variety of opportunities for growth and development.

Fine Arts. Technical assistance in all curriculum areas of the arts is provided through personal contact and the Regional Curriculum Network. Increased emphasis is placed on developing fine arts programs at the elementary level and strengthening programs K-12 in all schools. Particular attention is given to developing innovative approaches to meet the fine arts requirement on the secondary level. The

EDUCATIONAL AND CULTURAL SERVICES

consultant also works with professional organizations such as Maine Art Education Association, Music Education Association and Maine Alliance for Arts in Education to provide teachers and administrators with opportunities for professional growth and development and acts as a liaison between the DOE and the Maine Arts Commission and other cultural organizations.

Health Education. Through a collaborative effort with the Maine Department of Human Services, the Maine Department of Education now has two health education consultants and through funding from the Centers of Disease Control, two AIDS education consultants in the Division of Curriculum. These consultants promote health education and provide services in curriculum development, teacher consultation, teacher resources, health promotion, and in-service training through the Regional Curriculum Network and work with individual school administrative units. A health education newsletter is published three times a year. The health education office also coordinates the Maine Wellness Conference, the AIDS Prevention Teacher Training Program and also administers the Chapter 2 grant for teacher training in comprehensive school health education.

LICENSES, PERMITS, ETC.:

All educational personnel working in Maine's schools, K-12, are required to hold one or more of the following certificates:

- 1 year conditional
- 2 year provisional
- 5 year professional

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel — no fee

The following publications are offered by the Division of Alcohol and Drug Education Services at no cost:

- Guidelines for Assisting Athletes with Alcohol and Other Drug Problems
- Guidelines for Developing Chemical Health Policies and Procedures
- Guidelines for Planning and Conducting Student Awareness Programs
- Guidelines for Setting up Support Groups in the School
- Maine Education Assessment: State Summary Report
- Maine State Audiovisual Alcohol/Drug Resource Center Catalog
- Project Graduation Report
- Safe Communities Report
- Task Force Report on Affected Children

The following publications are offered by the Division of Certification at no cost:

- Chapter 013
- Chapter 114
- Chapter 115-A
- Chapter 115 Part I; Part II; Part A
- Chapter 118-A
- Chapter 119
- Professional Development: A Guide to Local Support Systems
- Support System Newsletter (Paper and Video)
- Questions and Answers about the New Certification Law Brochure
- Maine Teacher Qualifying Examination Program Brochure
- Substitute Teacher Task Force Report
- Maine Emphasis (the magazine of the Division of Curriculum)
- A Framework for Curriculum Design: People, Process and Product
- Language and Cultural Minorities Resource Catalogue
- Home School Equivalent Instruction Guidelines
- Building a Successful School Volunteer Program
- Migrant Education Coloring Book (free)
- Chapter 1 Brochure (free)
- Migrant Education Brochure (free)
- Planning Guide for High School Diploma Fine Arts Requirement
- "New Beginnings: A Guide to Screening"
- "The Big Book for Educators—Developmentally Appropriate Practice: A Guide to Change"
- (\$3.00)

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“Building Blocks—Continuing Early Childhood Education Grants Programs”

“Writing With the Newspaper: Ideas for Teachers”

“Atlantic Neighbor Maritimes/Maine”

The following publications are offered by the Division of Special Education at no cost.

Chapter 101 Department of Education Special Education Regulations, July, 1988.

Chapter 104, Educational Programs for Gifted and Talented Children.

Family Educational Rights and Privacy (F.E.R.P.A.), Federal Register, April, 1988.

Interpretation of the Individualized Education Program, Federal Register, January, 1981.

Public Law 94-412 The Education of All Handicapped Children Act.

Public Law 98-199 Amendments to P.L. 94-142, December, 1985.

Public Law 99-457 Amendments to P.L. 94-142, October, 1966.

Rehabilitation Act of 1973—Section 504.

An Analysis of Procedures and Practices in the Identification and Education of Specific Learning Disabled Students in Maine. 1986.

Annual Program Plan (P.L. 94-142) Part B Education of Handicapped Children)

Cooperative Agreement between the Department of Corrections and the Department of Education. 1989

Implementing Student-Centered Transition in Maine Schools: Guidelines for Developing Procedures and Practices. 1990

The Education of Behaviorally Handicapped Students in Maine. 1985.

Guidelines for Self-Evaluation of Special Education Programs. 1981

Model Special Education Forms. 1989

Report of the Task Force on Chemical Dependency and Special Education. 1986

The Responsibility of School Administrative Units for Exceptional Students Enrolled in Private Schools: Questions and Answers. 1986

Data Summary Report: Special Education Data as Reported in 1988-1989 for the P.L. 94-142 and P.L. 89-313 Programs. 1990

Surrogate Parent Handbook. 1983

Task Force Report on Affected Children. 1988

Gifted and Talented Education Programs in Maine—A Directory.

Guidelines for Conducting a Needs Assessment and Developing a Five Year Plan. 1987

Guidelines for Identification of Gifted and Talented Children. 1989

The Maine Resource: A Director of Inservice Offerings. 1989

Opportunities for Gifted and Talented Students and Their Teachers in the Arts and Humanities. 1989

The Parent Handbook.

Assessment of Secondary Aged Students. 1981

Cooperative Agreement among the Department of Human Services, Bureau of Rehabilitation and the Department of Education, Bureau of Adult and Secondary Vocational Education and Division of Special Education (revised). 1989

A Cooperative Effort Between Special Education, Vocational Education, Vocational Rehabilitation, Eye Care Services—Program Explanations. 1987

A Guide to Child Labor Law and School Work. 1988

Programming for Secondary Aged Handicapped Students. 1981.

Transition and Young Persons with Disabilities—A Bibliography. 1987

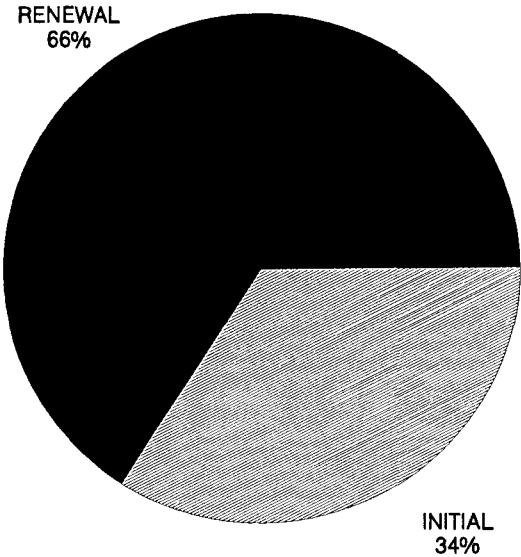
Maine's Comprehensive System for Professional Development (CSPD)—An Update and Overview. 1989

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATIONAL AND CULTURAL SERVICES

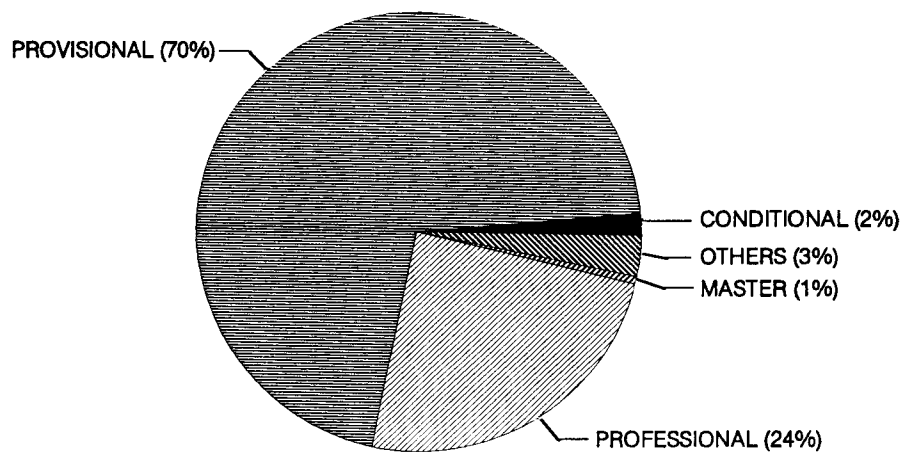
BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,318,540	1,535,746	512,095		1,270,699	
Health Benefits	266,047	117,027	42,964		106,056	
Retirement	648,073	298,811	99,723		249,539	
Other Fringe Benefits	32,732	14,862	6,798		11,072	
Computer Services—State	1,165	685	480			
Other Contractual Service	3,150,346	1,769,377	538,103		842,866	
Rents	171,621	8,149	22,986		140,486	
Commodities	137,203	54,460	32,150		50,593	
Grants—Subsidies—Pensions	37,753,641	3,103,744	67,312		34,582,585	
Buildings and Improvement	7,108		7,108			
Equipment	42,002	1,802	13,687		26,513	
Interest—Debt Retirement	150	66	20		64	
Transfers to Other Funds	148,470	557	45,934		101,979	
TOTAL EXPENDITURES	45,677,098	6,905,286	1,389,360		37,382,452	

TEACHER CERTIFICATES ISSUED BETWEEN
JULY 1, 1989 AND JUNE 30, 1990



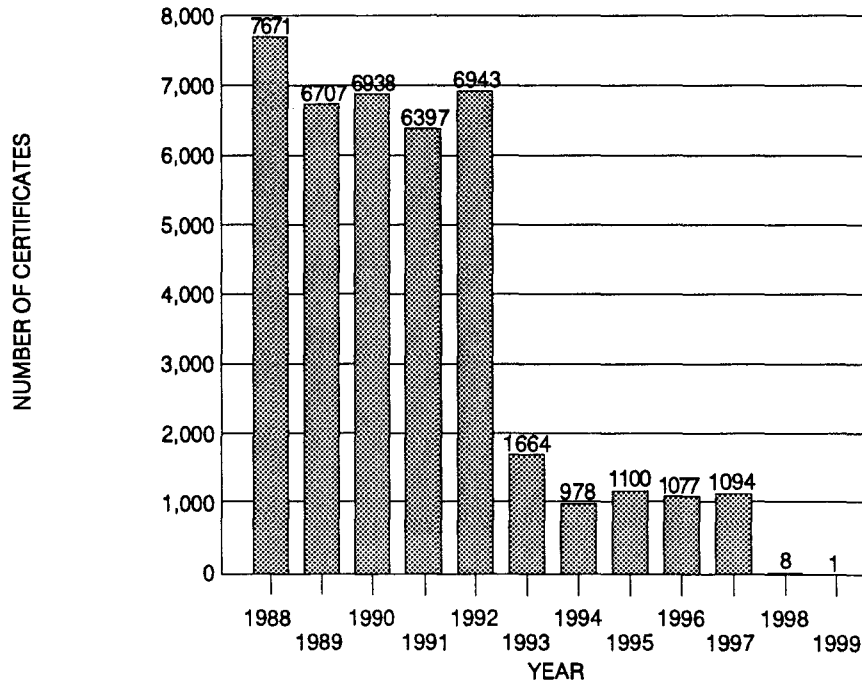
TOTAL 15, 185

TYPES OF CERTIFICATES

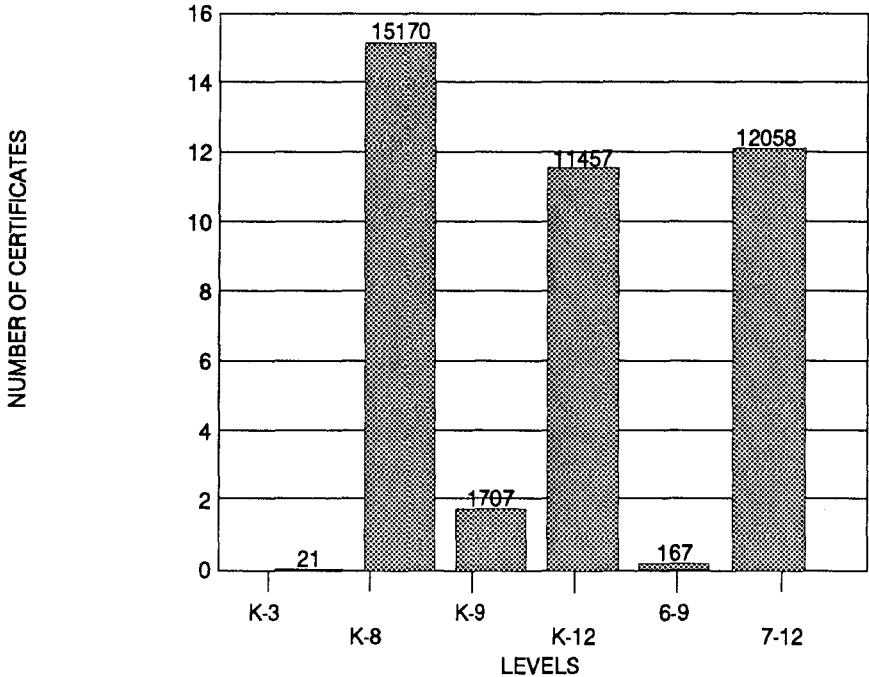


TOTAL 40,580

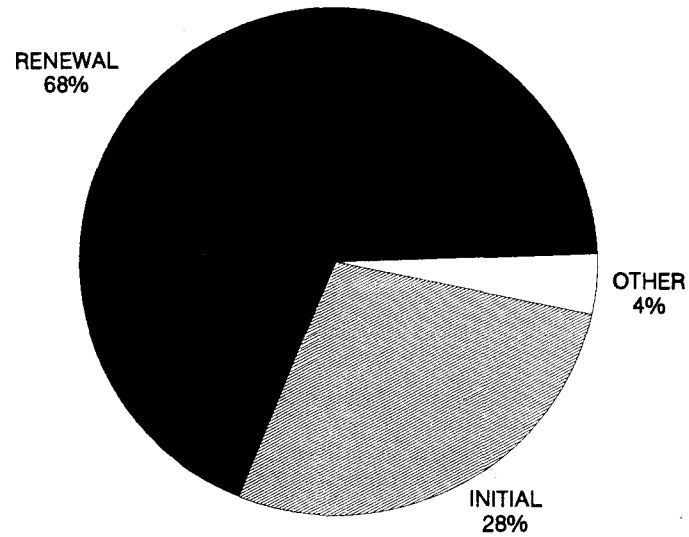
CERTIFICATES BY DATE OF EXPIRATION



NUMBER OF CERTIFICATES BY LEVEL



TEACHER CERTIFICATES VALID AS OF JULY 1, 1990



TOTAL 40,890

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106

Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3

Telephone: 289-5600

Mail Address: Statehouse Station #64, Augusta, Maine 04333

Established: 1837

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 64

Legislative Count: 65

Organizational Units:

Reference and Information Division

Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: The Maine State Library is a bureau within the Department of Educational and Cultural Services.

During FY 90 the Maine State Library included the two major divisions of Reference and Information and Library Development.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Reference and Information. This is a public service activity which maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school, and public libraries and state agencies. This service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. On an annual basis, this service circulates over 150,000 books, processes 50,000 in-house reference questions and mails over 13,000 books to school and public libraries. Technical Assistance and Library Information for Maine (TALIMaine) links Maine with over 300 national and international computer-based data files on a wide variety of subjects. This division also includes Collection Services, which orders and prepares approximately 10,000 new items a year for circulation and is responsible for maintenance and preservation of the collection. Most materials are processed through computerized cataloging systems which produce catalog cards and offers access to holdings of many other libraries. Collection Services also provides over 60,000 sets of catalog cards for 135 public libraries throughout Maine.

Library Development Division. This division provides leadership in the development and coordination of public libraries, school library media centers, regional library districts and area reference and resource centers to meet the library and information needs of the people of the State. Major activities include:

Maine Regional Library Systems. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local public libraries; the support of area reference and resource centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. Maine libraries complete over 45,000 interlibrary loan transactions annually. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the Maine State Library provides recorded books and periodicals and equipment on which to play them to visually handicapped people. Over 140,000 talking

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books are circulated each year to 3,500 registered borrowers. Other services to the handicapped included the circulation of 36,000 large print items and a reference service relating to all handicaps.

Institutional Library Services. The Maine State Library maintains a consultant service for Maine's nine correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-By-Mail is a service provided for the approximately 220,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers. Over 65,000 Books-by-Mail items are mailed annually to 16,600 rural Maine residents.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their local public library. Film reference and consultant services are provided for the utilization of film and film programming throughout Maine. In cooperation with the New Hampshire and Vermont state libraries, 1,500 films are available for loan. These films circulate over 13,000 times a year and reach an audience of over 200,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB for use in schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program series. In addition to the broadcast service, more than 30,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the purchase and utilization of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

Information Exchange/Media Services. This service accesses state and national educational computer data bases for solving problems in classroom instruction, program development, proposal writing and other education topics.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,449,750	1,412,582			37,168	
Health Benefits	137,698	132,492			5,206	
Retirement	287,082	279,838			7,244	
Other Fringe Benefits	10,251	10,126			125	
Other Contractual Service	596,939	524,780	14,296		57,863	
Rents	12,118	12,118				
Commodities	234,748	214,626	1,539		18,583	
Grants—Subsidies—Pensions	1,031,126	605,532			425,594	
Equipment	94,734	15,545			79,189	
Interest—Debt Retirement	22	17			5	
Transfers to Other Funds	235,533		1,122		234,411	
TOTAL EXPENDITURES	4,090,001	3,207,656	16,957		865,388	

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MAINE LIBRARY COMMISSION

MICHAEL CYR, CHAIRMAN
J. GARY NICHOLS, Secretary

Central Office: Cultural Bldg., Augusta
Mail Address: Statehouse Station #64, Augusta, Maine 04333
Established: 1973
Reference: Policy Area: 02; Umbrella: 05; Unit: 082; *Citation:* 27 M.R.S.A., Sect. 111
Average Count—All Positions: 0

Incoming WATS: 1-800-452-8784
Telephone: 289-5600
Sunset Review Required by: June 30, 1998
Legislative Count: 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members.

PROGRAM: The Maine Library Commission held 7 meetings during FY 90. Areas of special interest included the following: state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries.

Other activities of note included the review and recommendations regarding the allocation of state and federal funds.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$2,255 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

JAMES E. WATKINS, JR., DIRECTOR

Central Office: Education Bldg., Augusta
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971
Reference: Policy Area: 02; Umbrella: 05; Unit: 071M; *Citation:* 20A M.R.S.A., Sect. 202

Telephone: 289-5841
Sunset Review Required by: June 30, 1998
Legislative Count: 15

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of data processing support includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

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Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1989-90 school subsidies was processed and analyses and management information were prepared and distributed for the 1990-91 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985.

In addition block grants and low income student adjustments to municipalities were distributed for property tax relief.

The data processing section's major task for the fiscal year was installing a new mini computer.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1985
9. Elementary & Secondary Tuition Rates
10. State of Maine Accounting Handbook for Local School Systems

The publications listed above are distributed at no cost to recipients.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	403,268	403,268				
Health Benefits	35,991	35,991				
Retirement	80,537	80,537				
Other Fringe Benefits	2,642	2,642				
Computer Services—State	108,732	108,732				
Other Contractual Service	101,753	97,662			4,091	
Rents	78,439	78,439				
Commodities	-5,896	-5,896				
Grants—Subsidies—Pensions	483,068,331	483,062,157				6,174
Equipment	12,665	12,665				
Interest—Debt Retirement	24	24				
Transfers to Other Funds	3,187	3,089			98	
TOTAL EXPENDITURES	483,889,673	483,879,310			4,189	6,174

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
STEVEN MILLER, Assistant Director

Central Office: Cultural Bldg., Augusta
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Telephone: 289-2301

Established: 1972

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 073; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 28

Legislative Count: 31

Organizational Units:

Administration Division

Research and Collections Division

Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "...to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the independent, policy-setting Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 90 the Maine State Museum continued its program of exhibition development in the Cultural Building. A major new exhibit installation was made in the second-floor gallery to provide space for a collection of nineteenth-century photographs from the Museum's collection. A series of winter lectures was initiated and well attended.

The largest commitment of staff and budget continued to be focused on the "12,000 Years in Maine" exhibition scheduled for completion in the spring of 1991. The basic construction phase was completed and work commenced on the creation of artwork for the interior cases. This is the most complex and substantial installation ever attempted at the Museum.

Meanwhile, design work proceeds on a number of exhibit installations that will be opened at the same time as "12,000 Years in Maine," or shortly thereafter. These installations include two devoted to ceramics and pottery, one tracing the emergence of Maine during the 18th and early 19th centuries, and a reinstallation of portions of "Made in Maine."

During FY 90, the Museum participated in an intensive study of the organizational placement of the four cultural bureaus in State Government. The review resulted in legislation which returned the Museum to an independent agency status.

Collections: The growth of Museum collections continued to be remarkable. During FY 90 the Museum acquired over 3,000 artifacts, and most were donations from Maine citizens. In addition to a number of significant acquisitions for use in the up-coming "12,000 Years in Maine" exhibition, the Museum acquired a large number of other items of great significance. Included in the list was a 75 horsepower, stationary steam engine built by the Portland Company in 1878, and believed to be the only

EDUCATIONAL AND CULTURAL SERVICES

surviving example in the world. Also of considerable note was the donation of a highboy chest built by Samuel Sewell of York about 1760. This item is now the finest piece of Maine-documented furniture in the collection.

Conservation: The principal activity for the conservation staff during the past year was related to the preparation of the "12,000 Years in Maine" exhibition. This work has encompassed the treatment and documentation of the several thousand specimens that will be included in the installation. In addition, however, the conservation staff has taken the principal responsibility for the mounting of these specimens in the exhibit cases. This work has required the fabrication of custom-mounting devices for each of these artifacts. This laborious and skilled work has contributed not only to the safety of the collections' exhibition, but also topped the beauty of the finished installation.

Education: The Museum continued to provide school and visitor services to the people of Maine in FY 90 and the number of people served continues to increase. Visitation continues to increase at the rate of almost ten percent per year. During the present calendar year visitation is expected to set new records. Records have already been set for the months of January, March and June. During the first six months of this calendar year, the museum hosted nearly 72,000 visitors—a new State record. In the last month of the fiscal year (June), the cumulative visitation to the Museum passed 1,500,000.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY Facsimile reprint of 1829 edition with biographical introduction. Text only. 469 pp. ISBN 0-913764-00-0			cloth binding	14.00
Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913761-01-9			cloth binding	14.00
Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS An authoritative, biographical study of Maine gunsmiths, illus. 209 pp. ISBN 0-913764-04-3			cloth binding	22.00
Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE The Maine Catalog, HABS, illustrated. 254 pp. ISBN 0-913764-05-1			perfect bound	8.95
Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp. ISBN 0-913764-08-6			perfect bound	2.95
Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE, Illus. 262 pp. ISBN 0-913764-12-4			cloth binding	22.00
Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY Ed. by Arthur E. Spiess. Illus. 160 pp.			cloth binding	22.00
Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS — Maine Painted Furniture 1800-1850. Illustrated in color. 120 pp. ISBN 0-913764-15-9			hard cover	25.95
ISBN 0-91376416-7			perfect bound	17.95
Rivard, Paul E.: LION 1987. Illus. 64 pp.				1.50

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	843,039	828,102	14,937			
Health Benefits	76,856	74,581	2,275			
Retirement	169,361	166,450	2,911			
Other Fringe Benefits	6,240	5,972	268			
Other Contractual Service	255,477	224,768	30,709			
Rents	5,925	5,446	479			
Commodities	213,757	158,322	55,435			
Grants—Subsidies—Pensions	18,877	257	18,620			
Buildings and Improvement	17,988	17,988				
Equipment	6,976	159	6,817			
Interest—Debt Retirement	26	26				
Transfers to Other Funds	10,096		10,096			
TOTAL EXPENDITURES	1,624,618	1,482,071	142,547			

MAINE STATE MUSEUM COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: Cultural Bldg., Augusta; *Floor:* 3

Telephone: 289-2301

Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 085; Citation: 27 M.R.S.A., Sect. 82

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature, as necessary, to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/li-aison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held meetings during FY 88.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. The Commission also reviewed and approved purchases of artifacts for the Museum's permanent collections. Staff recommendations for deaccessioning of items not pertinent to the collections of the Museum were considered and upon approval were disposed of in a manner consistent with the Museum's policy.

The Commission reviewed and approved the budget and programs submitted by the Museum Director. Priority was established on obtaining full climate control for the Museum's new exhibit area on the lower level.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the State Museum Bureau.

EDUCATIONAL AND CULTURAL SERVICES

OFFICE OF PERSONNEL

ALAN YORK, Personnel Manager

Central Office: Education Bldg., Augusta
Mail Address: Statehouse Sta. #23, Augusta

Telephone: 289-4483

Established: 1969

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071P; Citation: 20A M.R.S.A., Sect. 202

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Personnel Manager and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of seven locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc., becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employee grievances, interpretation of five different State-Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

DR. DAVID W. BROWN, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta
Mail Address: Statehouse Sta. #23, Augusta

Telephone: 289-5902

Established: 1974

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 02; Umbrella: 05; Unit: 071S; Citation: 20A M.R.S.A., Sect. 202

Legislative Count: 25

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 4) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 5) To provide for the education of children in Maine's Unorganized Territory. 6) To administer a variety of student financial aid and licensing programs relating to higher education in Maine. 7) To maintain and enhance the quality of education and training provided to veterans and eligible dependents.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey.

The Bureau consists of six divisions to include: School Operations, School Nutrition and Food Distribution, Transportation/Driver Education, School Facilities, Higher Education, and Military and Veterans Education.

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out procedures established to respond to requests from post-secondary institutions seeking legislative authorization to confer a new degree and approval from the State Board of Education from institutions seeking to offer an additional degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Post-graduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and New England. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Stafford Loan Program, the PLUS Program, and the Supplemental Loan for Students Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The Division administers certain federal assistance programs for Maine postsecondary institutions. Currently the only program for which funds are available is Title II—Education for Economic Security Act through which funds are provided for approved projects from postsecondary institutions to improve instruction in mathematics and science in Maine elementary and secondary schools.

All academic records of students' attendance at postsecondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes, as well as being made available to an individual student upon request. A student desiring a copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal, and sent to the student or to a school as requested.

State statutes require that any proprietary school conducting trade, industrial, occupational, vocational, business, or technical courses which operates or solicits in Maine shall be licensed. Correspondence schools which solicit or sell in Maine any correspondence course shall be licensed under a certificate of approval for such operation. These statutory responsibilities are carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

The Division also administers the Paul Douglas Teacher Scholarship Program through which federal funds are made available as a loan to selected individuals planning on preparation for a career in teaching.

The Robert C. Byrd Honor Scholarship Program is administered by Division staff. This is federal money made available to an eligible high school senior for the first year of college. The amount is \$1500. There are many applicants but limited funds make the awards highly competitive.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

The licensing of cosmetology and barber schools is a function of the Division as a result of statutory changes. Schools apply for a license; an evaluation team makes an on-site visit to determine the school's compliance with established rules; and if compliance is found, a license is issued. Licenses are valid for one year and annual follow-up is done concerning requests for renewal.

EDUCATIONAL AND CULTURAL SERVICES

The Congressional Teacher Scholarship Program is a federal program providing financial aid to high academic achieving Maine students who plan to enter the teaching profession and this is administered by the Division. As of April 15, 1990, all financial aid programs administered by the Division were transferred to the Finance Authority of Maine (FAME) in accordance with P.L. 1900, Chapter 598. Subsequently, the administration of these programs became the responsibility of FAME.

Division of School Operations. The Division of School Operations is responsible for the education of all children residing in the Unorganized Territories of Maine. This includes the administration of seven elementary schools (Benedicta Elementary, Brookton Elementary, Connor Consolidated, Edmunds Consolidated, Kingman Elementary, Patrick Therriault School in Sinclair, and the Rockwood Elementary School) with a total enrollment of 363. Additionally, over 1,000 students are tuitioned and transported to local school systems. A new school was built in Rockwood during calendar year 1989, and was officially opened on May 4, 1990. The new facility replaces the old, one-room Blaine School. The new building will be used extensively by the residents of Rockwood as well as providing a more efficient and spacious educational facility for the K-4 children of the Rockwood area. The Division employs a total staff of 82, including principals, teachers, aides, cooks, janitors, and bus drivers. Twenty-five buses are operated by the Division, and private conveyors are also utilized to transport students in the most remote areas of the State.

Division of School Nutrition and Food Distribution. Division of School Nutrition and Food Distribution Programs administers, supervises, provides funding and distributes commodity food to food service programs in public and private schools, residential child care, institutions, summer recreational sites, summer camps, child care programs, elderly feeding programs and public and private institutions, and administers the National School Lunch Program, School Breakfast Program, School Milk Program, Summer Food Service Program and Nutrition Education and Training Program.

During the 1990 fiscal year, the Division reimbursed \$13,488,951 in Federal and State funds to schools and other sponsors for serving nutritious meals to children. Meals subsidized in whole or in part during the year were:

- 16,945,480 school lunches;
- 1,131,772 school breakfasts; and
- 19,650,904 half pints of milk were served.

The Division, through private transportation networks, distributed 6,273,228.48 pounds of United States Department of Agriculture commodity foods valued at \$3,400,679.90 for feeding Maine citizens.

Working with an advisory council of school administrators, the Division provided 75% of the funding for the purchase of food service equipment to improve or upgrade public school food service programs with \$90,000 of State matching funds.

The Division's Nutrition Education and Training Program is targeted to educators and food service personnel. Funding is used to provide adult education courses throughout the State, on-site workshops, regional training sessions four times a year and state training programs at the University of Maine at Orono in June and August. Maine is a minimum grant state receiving a \$50,000 federal training grant for Nutrition Education and Training.

The Division reviews plans and equipment specifications for construction of or renovation to school feeding facilities.

The Division staff members assist local feeding programs to improve service, meet Federal and State standards, implement financial systems and to determine compliance with established rules and regulations.

Division of School Facilities. This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

During the 1990 fiscal year, there were 27 school construction projects approved at a total estimated cost of \$114,584,824. School leases numbered 393 at a total cost of \$5,131,921.

Division of Military and Veterans Education: During Fiscal Year 1989, the State Approving Agency for military and veterans education and training programs continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to military personnel, veterans and their eligible dependents.

The Division conducted a wide range of program approval and supervisory activities with approximately 88 institutions of higher learning, schools that offer non-college degree programs and off-campus branches of these institutions. In addition, the Division was involved in approval and supervisory activities with approximately 15 training establishments which offer one or more on-the-job training programs. There were approximately 1,300 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately \$5,200,000 into

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Maine through the receipt of Department of Veterans Affairs Educational Benefits.

The staff of the Division have been very active in related national and state activities. The Director of the Division serves in a number of official positions in the National Association of State Approving Agencies. He also is a member of a national level Commission to Assess Veterans Education Policy and serves as chair of the recently formed Advisory Council on Education of the Military in Maine. Additionally, Division staff have been very active in the enhancement of voluntary education programs for Maine's active duty, National Guard and Reserve personnel.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 65 schools which issued completion certificates to 1,386 students. This does not include summer courses as the school year is not complete.

One hundred thirty-four (134) school bus purchase approvals were issued and the expenditure of \$5.0 million in school bus purchases and bus note payments was certified for the fiscal year.

LICENSES, PERMITS, ETC.:

Division of Transportation, Driver Education and Safety:
 Restricted Instruction Permit
 Driver Education Course Completion Certificate

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free — receive copy from State Depositories)

Resource Guide of Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)
 School Nutrition Action Program (Advertising Brochure)
 State of Maine Pupil Transportation Laws — Free
 State of Maine Uniform Bus Standards—Free
 Secondary School Driver Education Programs—Free

We have a small collection of school bus safety films. There is no charge for use of these films, but return postage must be provided by the borrower.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,558,145	1,898,069	232,378		427,698	
Health Benefits	241,423	179,279	22,018		40,126	
Retirement	495,398	367,763	45,244		82,391	
Other Fringe Benefits	26,056	19,996	1,391		4,669	
Computer Services—State	9,190	9,190				
Other Contractual Service	5,068,721	4,204,589	706,634		157,498	
Rents	52,858	27,835	16,667		8,356	
Commodities	181,083	163,915	1,608		15,560	
Grants—Subsidies—Pensions	27,117,578	4,099,877	7,212,664		15,009,850	795,187
Buildings and Improvement	740,397	740,397				
Equipment	61,801	32,486			29,315	
Interest—Debt Retirement	171	167	4			
Transfers to Other Funds	222,748	160,000	36,741		26,007	
TOTAL EXPENDITURES	36,775,569	11,903,563	8,275,349		15,801,470	795,187

EMPLOYMENT REHABILITATION ADVISORY BOARD

LEE CYR, CHAIRMAN

Central Office: Deering Bldg., A.M.H.I.

Telephone: 879-4840

Mail Address: State House Station 27, Augusta, Maine 04333-0027

Established: 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 92; Unit: 492; Citation: 39 M.R.S.A., Sect. 89

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Chairman of the Workers' Compensation Commission and the Administrator of the Office of Employment Rehabilitation regarding the purposes of the rehabilitation statute.

ORGANIZATION: Nine members, appointed by the Governor, representing employees, employers, and the public. Meetings are held monthly in various locations around the state. Administrative and clerical support provided by Office of Employment Rehabilitation.

PROGRAM:

The Rehabilitation Advisory Board has met monthly since its creation to discuss the rules and procedures of the rehabilitation system, to educate and obtain feedback from the public, and to give advice and counsel to the Administrator and the Chairman of the Commission.

FINANCES, FISCAL YEAR 1990: The expenditures for this unit are, by administrative decision, included with those of Office of Employment Rehabilitation.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES

COCO HIRSTEL, CHAIRMAN
RONALD F. HANSON, Executive Secretary

Central Office: 32 Winthrop St., Augusta
Mail Address: 32 Winthrop St., Augusta, Maine 04330

Telephone: 289-3260
289-3094 (TTY)

Established: 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 94; Unit: 334; Citation: 26 M.R.S.A., Sect. 799

Average Count—All Positions: 3/4

Legislative Count: 0

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee works with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens. The Committee is also charged with the provision of technical assistance as it relates to architectural barrier removal and to be advocates for people with disabilities on issues which interfere with equal opportunity for employment.

ORGANIZATION: The Maine Committee provides a state program in cooperation with the President's Committee on Employment of People With Disabilities, which was established by an Act of Congress in 1947.

The Maine Committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

The Committee is charged with the responsibility of informing the public on the laws and regulations relating to architectural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues such as laws on accessibility, application for motor vehicle plates/placards for the handicapped driver/occupant, laws both federal and state.

The Committee reviews legislative proposals affecting the rights of people with handicaps, offers testimony, and introduces legislation to enhance the quality of life of Maine's citizens with disabilities.

In addition, the Committee provides technical assistance to employers on job site modifications. And, through the slide/tape presentation on the Job Accommodation Network (JAN) employers are informed of how they can access national computerized assistance for job site modification.

The Committee provides employer awareness training to any employer interested in learning about the benefits of hiring the disabled while dispelling the myths and stereotypes around disability.

To accomplish the many goals of the Committee, monthly and semimonthly meetings were held along with various meetings of sub-committees. The Committee also spearheads the Blaine House Tea to honor and commemorate the kickoff of National Employment of the Handicapped Month.

GOALS FY '90:

(1) To develop a legislative package of new and revised laws which will increase the opportunities and the rights of the handicapped.

(2) To increase employment opportunities by using print and electronic media.

(3) To conduct handicapped awareness training for Maine's 100 largest employers.

(4) To provide technical assistance to the general public, employers, architects and consumers on barrier removal.

LICENSES, PERMITS, ETC.:

International Symbol of Access

EMPLOYMENT OF PEOPLE WITH DISABILITIES

PUBLICATIONS: The only publications that the Governor's Committee publish are:

1. Parking Reminders
2. Maine Laws on Accessibility

The following are available at no charge:

1. Job Accommodation Network (JAN)
2. Maine's Laws on Architectural Accessibility (This is being revised.)
3. Employer Guide: Simple Steps to Job Accommodation
4. Posters promoting disability issues.

These publications are available free from the President's Committee on Employment of the Handicapped or through Maine's Governor Committee upon request.

FINANCES, FISCAL YEAR 1990: The expenditures for this unit amounted to \$4,757.66 in FY 90 and are, by administrative decision, included with those of the Bureau of Rehabilitation.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEAN C. MARRIOTT, COMMISSIONER

ELIZABETH ARMSTRONG, Deputy Commissioner

Telephone: 289-2811

Incoming WATS line: 1-800-452-1942

Central Office: AMHI, Ray Building

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096; Citation: 38 M.R.S.A., Sect. 341

Average Count—All Positions: 370

Legislative Count: 144.5

Organizational Units:

Board of Environmental Protection

Bureau of Air Quality Control

Bureau of Land Quality Control

Bureau of Oil and Hazardous Materials Control

Bureau of Water Quality Control

Bureau of Solid Waste Management

Bureau of Administration

PURPOSE: The Department of Environmental Protection is charged by statute with the protection and improvement of the quality of our natural environment and the resources which constitute it, and the enhancement of the public's opportunity to enjoy the environment by directing growth and development which preserves for all time an ecologically sound environment. The Department will advocate programs and regulatory decisions that contribute to the achievement of this mission.

In pursuing this mission, it is the policy of the Department to treat its employees and the public with courtesy, respect and consideration and to be fair and honest in its dealings, and to be mindful of the special qualities that make Maine a unique place to live and work.

The Department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the Legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980, and a Bureau of Solid Waste Management was added in 1988.

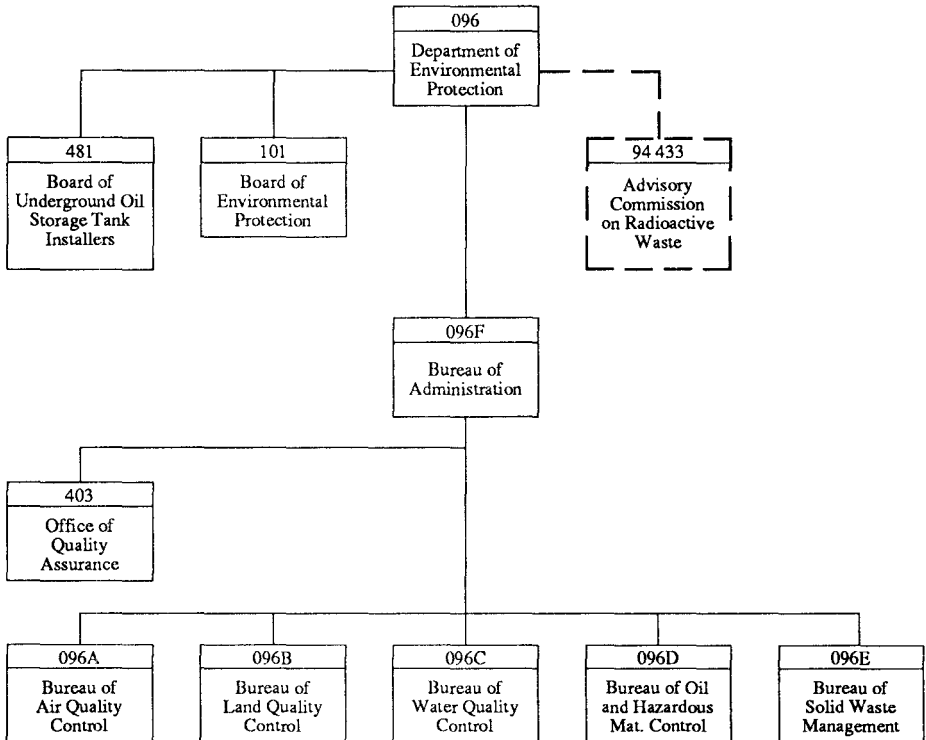
The Board consists of ten members appointed by the Governor, for terms of four years. The Board, the Commissioner, the Deputy Commissioner and the Office of the Commissioner form the Executive Branch of the Department. The Board presides over public hearings and makes findings of fact and orders on projects which are not delegated to the Commissioner, reviews staff recommendations and licensing decisions, serves as an appeals body for environmental decisions and promulgates rules and policies interpreting the statutes administered by the Department.

The Commissioner is the Chief Executive Officer for the Department and also serves as a liaison between the Board and the staff. The Deputy Commissioner is the Chief Operating Officer for the Department and is responsible for coordination of the day-to-day operations of the Department's line bureaus and the regional offices.

The Commissioner and Deputy Commissioner represent the Department before the Governor, the State Legislature, special and public interest groups, and the media and also at special meetings and workshops which pertain to the Department's function. They are also responsible for administrative decisions not delegated to staff.

The newly formed Office of the Commissioner was created to provide assistance to the Commis-

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



Approved by the Bureau of the Budget

ENVIRONMENTAL PROTECTION

ORGANIZATIONAL CHART FOR FY 90 DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,562,317	4,003,747	2,810,205		2,748,365	
Health Benefits	822,837	317,832	249,551		255,454	
Retirement	1,831,914	749,748	545,571		536,595	
Other Fringe Benefits	100,849	35,807	31,132		33,910	
Computer Services—Comm.	408		408			
Computer Services—State	66,465	22,654	40,472		3,339	
Other Contractual Service	6,649,290	1,183,110	2,202,263		898,677	2,365,240
Rents	325,528	135,023	161,551		26,632	2,322
Commodities	352,061	99,911	219,308		32,127	715
Grants—Subsidies—Pensions	9,603,475	216,154	406,969		352,419	8,627,933
Buildings and Improvement	52,143		52,143			
Equipment	713,965	118,448	464,221		131,296	
Interest—Debt Retirement	23,083	891	21,404		383	405
Transfers to Other Funds	387,341	-11	230,002		157,350	
TOTAL EXPENDITURES	30,491,676	6,883,314	7,435,200		5,176,547	10,996,615

ENVIRONMENTAL PROTECTION

sioner and Deputy Commissioner in carrying out their day-to-day responsibilities. The office is divided into three sections: a Legislative Unit, a Public Affairs Unit, and a Policies and Procedures Unit. The Legislative Unit coordinates the drafting of departmental legislation and testimony and acts as a liaison between the Department and the Governor's Office and the Legislature. The Public Affairs Unit coordinates public hearings and workshops, provides news releases and environmental material for the media, provides speakers and audio-visual programs, publishes a Department newsletter and edits and distributes pamphlets and brochures. This unit also operates and maintains a technical source library. The Policies and Procedures Unit does bureau policy implementation, tracking and management. The Office as a group is also responsible for coordinating inter- and intra-departmental issues and special projects as needed by the Commissioner and the Deputy Commissioner.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services are provided to the Department by the Bureau of Administration in the areas of the Budget and Finance, Human Resources, Computer Services and Laboratory Services.

The Division of Budget and Finance provides centralized financial management for the Department. It is responsible for coordinating grant development and tracking, developing the Department's budget, performing financial analysis and reporting to the program bureaus, and provides for the acquisition of supplies, equipment and special services.

The Division of Human Resources is responsible for overall management of the Department's personnel program, including payroll functions, personnel data management, administration of an employee performance evaluation program, employee information, position classification reviews, recruitment activities, and a comprehensive employee training program.

The Division of Computer Services is divided into two units: data entry/computer operations, and systems and programming. Together, these units provide centralized data/word processing support for the whole Department.

The Division of Laboratory Services is the primary source of chemistry expertise for the Department. Division staff are involved with developing standards for ambient and point sources, design and execution of experiments, permit and contract review and general consultation to all divisions and programs where needed. The laboratory is fully instrumented and performs a full spectrum of analyses to meet the needs of the Department.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority of the Department and, as such, is ultimately responsible for issuing all permits and licenses.

PUBLICATIONS:

EnvironNEWS, monthly bulletin containing reports on current environmental issues.

DEP Issue Profiles, which cover a variety of timely topics, including the Lake Phosphorus Control Program, Ground-Level Ozone, and the Overboard Discharge Law.

DEP FactSheet: Land Bureau Pre-application Meeting. (Further Fact Sheets will be developed soon)

DEP Information Sheets

All are free.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system

ENVIRONMENTAL PROTECTION

DEPARTMENT OF ENVIRONMENTAL PROTECTION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	661,765	28,602	633,163			
Health Benefits	58,053	935	57,118			
Retirement	129,294	5,626	123,668			
Other Fringe Benefits	8,556	132	8,424			
Other Contractual Service	173,234	7,904	165,330			
Rents	94,662		94,662			
Commodities	3,862	504	3,358			
Buildings and Improvement	34,523		34,523			
Equipment	6,570		6,570			
Interest—Debt Retirement	40		40			
Transfers to Other Funds	43,248		43,248			
TOTAL EXPENDITURES	1,213,807	43,703	1,170,104			

BUREAU OF ADMINISTRATION

GEORGE VILES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2691

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096F; Citation: 38 M.R.S.A., Sect. 342

Average Count—All Positions: 72.5

Legislative Count: 22

PURPOSE: The purpose of the Bureau of Administration is to provide support services to the Department. Areas of support services include: Laboratory, Computers, Budget & Finance, Human Resources, Space Management and Planning, Administration Support for rulemaking, and Quality Assurance.

ORGANIZATION: Up until April 1988, the support services were administratively connected to the Deputy Commissioner and Laboratory support was located in the Bureau of Water Quality Control. In April 1988, all support services were combined under the Bureau of Administration. The Administration Bureau is comprised of 6 units or divisions: Human Resource Division, Office of Budget and Finance, Computer Services, Laboratory Services, Clerical Unit, and Office of Quality Assurance.

PROGRAM:

Computer Services Division. This division consists of 5 units: data entry/computer operations, systems development, EPA based systems, systems software, and micro computer support, providing centralized word/data processing support for the department. The data entry/computer operations unit provides: data entry, work processing, response to user request for assistance, computer hardware preventative maintenance, and batch job processing. The systems development unit provides: project management control, systems analysis, design and implementation, documentation, and training support. This unit is also utilized by senior management for special projects. The EPA support unit provides: coordination/long range planning for EPA based systems, problem resolution/tracking, and training for all EPA based systems such as AIRS, PCS, STORET, BIO-STORET, GICS and RCRIS. The micro computer support unit provides: coordination/long range planning, research and development, application development, maintenance, network administration, and training support for all users of micro computers. The systems software unit provides: operating system support/maintenance, research and development, communications planning/support, hardware maintenance, and disaster recovery planning for all systems resident on the departments mini computer and the State's mainframe computers.

The Computer Services Division assisted in the development of a departmental Comprehensive Automation Plan. The Division is working to provide the foundation of hardware, software and technical

ENVIRONMENTAL PROTECTION

support staff to carry out priority projects including the Multimedia Data Management System, Tracking Systems improvement, and Project Management Systems.

Division of Budget and Finance. This division is comprised of two units: Budget and Finance. The Budget Unit is responsible for grant development, tracking and reporting along with financial and management reporting. The Financial Unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and generally accepted accounting principles. Both units work closely together on all activities involving department budgetary and fiscal operations.

Laboratory Services Division. The division is the primary source of chemical and bacteriological data for the program bureaus of the Department. It is a full-service laboratory with the capability to meet most all the analytical needs of the Department. The inorganic analytical section is capable in trace metal and ultra-low-level nutrient analysis as well as ordinary wastewater analysis. The organic section is well equipped to determine "priority pollutants" in all matrices as well as fuel oil and gasoline hydrocarbons. Furthermore, the section is developing a unique specialty in the identification of trace contaminants in tissue. Staff from both sections are also available for consulting with all program bureaus.

Support Services Unit. This unit is responsible for clerical support to the Bureau of Administration and the Office of the Commissioner. These services consist of general clerical practices. The unit also acts as the contact with the Secretary of State and Attorney General's Office in regard to rulemaking. The unit is also responsible for the 800 line, maintaining the access list to Ray Building, departmental ID cards, regulations, newsclips and LD distribution.

Human Resource Unit. This unit is responsible for employee benefit administration, labor relations, staff development and training, and provides a wide range of services to departmental Bureaus, including, creation of positions, recruiting, and filling of vacancies. In addition, it serves as the agency reservoir for knowledge concerning all federal laws, state laws, rules and regulations which govern and control employment practices and activities. The Human Resource Unit and the Division of Budget and Finance successfully converted to the Statewide MFASIS Human Resource and Financial Management Systems. Efforts are on-going to utilize the full potential of these systems.

PUBLICATIONS:

Rulemaking Update Service: includes complete set of current rules and a year's update of new rules as adopted by the Department; cost is \$100 per year.

Complete set of Current Rules: \$60 per set.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,694,463	695,971	674,588		323,904	
Health Benefits	152,356	48,918	64,685		38,753	
Retirement	309,625	113,547	131,472		64,606	
Other Fringe Benefits	15,773	6,861	5,516		3,396	
Computer Services—State	16,011	14,942	1,069			
Other Contractual Service	334,967	199,522	90,256		45,189	
Rents	59,756	33,863	12,337		13,556	
Commodities	98,129	17,544	78,083		2,502	
Grants—Subsidies—Pensions	12,306	10,809	1,497			
Equipment	78,588	9,747	64,796		4,045	
Interest—Debt Retirement	98		98			
Transfers to Other Funds	56,390		38,502		17,888	
TOTAL EXPENDITURES	2,828,462	1,151,724	1,162,899		513,839	

ENVIRONMENTAL PROTECTION

BUREAU OF AIR QUALITY CONTROL

DENNIS KESCHL, DIRECTOR

Central Office: Upham Bldg., Hospital St., Augusta
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Telephone: 289-2437

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 581

Average Count—All Positions: 37.5

Legislative Count: 20

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Field Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM:

Field Services. The quality of Maine's air is judged by the amounts of "criteria" air pollutants present. The criteria pollutants are: total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Monitoring activities: Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites:

	Number of Sites
12 Total Suspended Particulate	
4 Sulfur Dioxide (continuous)	
0 Oxides of Nitrogen (continuous)	
6 Ozone (continuous)	
5 Lead	
0 Carbon Monoxide (continuous)	
0 Hydrocarbon (continuous)	
10 Fine particulates	

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

Industrial Statewide Monitoring Sites:

	Number of Sites
14 Total Suspended Particulate	
12 Sulfur Dioxide (continuous)	
20 Fine Particulate	
1 Ozone	
2 Lead	

The data collected from these sites, including an analysis of trends and summary of violations of ambient air quality standards, are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

Compliance activities: During CY 1989 the Divisions conducted 282 compliance inspections. In addition 377 citizen complaints, primary due to dust, odor, and smoke were responded to.

In addition, the Bureau of Air Quality and others are actively involved in collecting acid precipitation/acid deposition data from: Bridgton and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution. Also due to Maine's monitored high TSP levels, we have greatly expanded our fine particulate monitoring network to determine whether the size of these particulate are of public health concern. Several new co-generation facilities are now operating that are doing compliance monitoring for lead, chromium and heavy metals.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthy level on the Pollutant Standard Index (PSI) scale.

Licensing. Besides issuing renewal licenses, amendments and transfers, the Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal Prevention of

ENVIRONMENTAL PROTECTION

Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. In conjunction with the licensing activities, sales, use and property tax certifications for pollution control equipment/devices are done by the Bureau.

During 1988 the divisions:

- a. received 97 applications for new sources or modifications, amendments and renewals;
- b. approved 142 new/modified source licenses, amendments and renewals;
- c. coordinated and observed 41 stack tests;
- d. issued 16 notices of violation;
- e. made 2 referrals to the Attorney General;
- f. sent 7 letters of warning;

Technical Services. The Division of Technical Services is responsible for:

1. Program development including the State Implementation Plan for Air Quality Department air regulations and statutes to improve and protect the quality for Maine air.
2. Data management of ambient air quality data and emission inventory for emission sources.
3. Meteorological support including long range pollution transport modeling, for example, ozone and acid rain, and modeling review for air emission source licensing; and
4. Advanced laboratory support including development of new analytical methods and sampling procedures.

In 1989 the primary regulatory initiatives included the adoption of fine particulate (PM₁₀) air quality standard control of total reduced sulfur and chlorine/chlorine dioxide emissions from pulp and paper mills, the adoption of nitrogen oxide increments as part of the prevention of significant deterioration program, and the analysis and development of a control strategy for the attainment of the PM₁₀ air quality standard in Presque Isle.

The major issues which the Bureau has in front of it include the development of a program to control emissions of air toxics (hazardous air pollutants for which there are no air quality standards), and implementation of the Clean Air Act Amendments. The Bureau will continue to evaluate and recommend remedial action to control emissions causing the smog (ozone) problem in Maine.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

- 1) Bureau of Air Quality Control Annual Report — Free
- 2) Bureau of Air Quality Control Annual Air Quality Data Report — Free
- 3) Hazardous Air Pollutants in Maine: Emissions Inventory and Ranking System — Free
- 4) Acid Rain in Maine — Free
- 5) The Air Around Us — Free
- 6) Disposal by Incineration

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	921,180	489,722	5,937		425,521	
Health Benefits	82,666	38,895	902		42,869	
Retirement	178,575	94,491	1,150		82,934	
Other Fringe Benefits	7,938	2,810	86		5,042	
Computer Services—State	3,348	1,444			1,904	
Other Contractual Service	259,743	98,232	17,298		144,213	
Rents	22,134	20,538			1,596	
Commodities	42,909	17,602	9,356		15,951	
Equipment	125,993	35,790	46,029		44,174	
Interest—Debt Retirement	72	28			44	
Transfers to Other Funds	28,591		1,272		27,319	
TOTAL EXPENDITURES	1,673,149	799,552	82,030		791,567	

BOARD OF ENVIRONMENTAL PROTECTION

E. CHRISTOPHER LIVESAY, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta
Mail Address: Statchouse Sta. #17, Augusta, Maine 04333

Telephone: 289-7653

Established: 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341-G

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: The purpose of the Board of Environmental Protection is to provide informed, independent and timely decisions on the interpretation, administration and enforcement of the laws relating to environmental protection and to provide for credible, fair and responsible public participation in department decisions. The Board shall fulfill its purpose through rulemaking, decisions on selected permit applications, review of the Commissioner's licensing and enforcement actions and recommending changes in the law to the Legislature.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the Governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the Legislature. The Board has a staff of 2; an Executive Director and an Administrative Assistant. Members serve for a term of 4 years. The Governor appoints one member to serve as chairman.

Members receive \$55 per day for each meeting or hearing attended. They also receive reimbursement for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Regular meetings are held twice monthly in Augusta; other meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Six members are a quorum for a rule-making hearing and three members are a quorum for an adjudicatory hearing.

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition, the Board holds public hearings on proposed rules and individual applications. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

LICENSES, PERMITS, ETC.:

Licenses:

- Air Emission
- Oil Terminal Facility
- Hazardous Waste Treatment Facility
- Hazardous Waste Storage Facility
- Hazardous Waste Transporter
- Vessels at Anchorage
- Waste Oil Storage Facility
- Waste Oil Dealer
- Waste Oil Transporter
- Hazardous Waste Disposal Facility
- Septage Sites
- Solid Waste Facility
- Waste Water Discharge
- Experimental Discharge

Permits:

- Log Storage
- Mining/Rehabilitation of Land
- Site Location of Development
- Small Hydro
- Sludge Utilization
- Natural Resources Protection

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Certifications:

- Underground Oil Storage Tank Installer
- Underground Hazardous Substance Storage Tank Installer
- Asbestos Abatement Contractor, Design Consultant & Worker
- Asbestos Evaluation Specialist
- Asbestos Project Supervisor
- Water Quality
- National Pollutant Discharge Elimination System Permit
- Waste Water Treatment Facility Operator
- Certification of Persons Servicing and Repairing Sanitary Waste Treatment Facilities
- FAME (Finance Authority of Maine)
- Water Pollution and Water Pollution Control Facilities
- Tax Exemption for Pollution Control Facilities

Other:

- Shoreland Zoning Variances
- Establishment of Mixing Zones
- Approval of Sanitary Districts
- Approval of Watershed Districts
- Uncontrolled Hazardous Substances Sites Designation
- Approval of Solid Waste Districts
- Dam Registration
- Underground Storage Tank Registration
- Water Level Hearings
- Federal Consistency Determination
- Process Third Party Damage Claims

FINANCES, FISCAL YEAR 1990: 38 MRSA, Section 341-G establishes the Board of Environmental Protection Fund to finance the activities of the Board.

BUREAU OF LAND QUALITY CONTROL

DEBRAH RICHARD, DIRECTOR

Central Office: AMHI, Ray Bldg.,

Telephone: 289-2111

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 1301

Average Count—All Positions: 45

Legislative Count: 34

PURPOSE: The Bureau of Land Quality Control is responsible for administering five environmental laws designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Natural Resources Protection Act; Maine Dam Inspection, Registration, and Abandonment Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission); Maine Waterways Conservation Act.

The Land Bureau receives some funding under the Coastal Zone Management Act in return for state-level enforcement and administration of the core laws. The Bureau is also responsible for the completion of Federal Consistency reviews.

ORGANIZATION: There are three divisions in this bureau, the Division of Site Location, the Division of Enforcement and Field Services, and the Division of Natural Resources. In addition a Policy and Procedures Unit exists which provides management support to the entire Bureau.

PROGRAM:

Licensing and Review: Licensing and review staff in the Site Location and Natural Resources Divisions prepare recommendations to the Board of Environmental Protection or the Commissioner for

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permit applications pertaining to: the Site Location of Development Act; the Natural Resources Protection Act; and Statement of Consistency with Maine's Coastal Zone Plan.

The following number of orders were processed in 1988:

Hydro	20
Site Location	418
Coastal Wetlands	217
Sand Dunes	87
Great Ponds	146
Freshwater Wetlands	34
Stream Alteration	161
Water Quality Certifications	0
Consistency Actions	3
Delegation of Authority to Qualified Communities	1
Dams Registration Hearings	2
Permit by Rule	1,530
TOTAL	2,619

The Bureau initiated several procedures and policies to expedite the processing time for application review. In addition to licensing and review of applications, the staff of the Site Division and Natural Resources Division participated in several rulemaking efforts in 1989. The most significant regulations adopted were the Traffic Regulations and Noise Regulations. Regulations to assess scenic character, review gravel pit extractions, and for wetlands protection also were initiated.

Enforcement and Field Services: Staff from the Division of Enforcement and Field Services is located in the four regional offices in Augusta, Portland, Bangor, and Presque Isle. The division is responsible for complaint resolution, compliance inspections, and enforcement actions. As Land Bureau representatives in the field they also assist the licensing staff in disseminating information about the application procedures and explaining the laws and regulations administered by the Land Bureau.

Last year the Enforcement staff responded to 1,893 citizens complaints. The Division accomplished complaint resolutions through a variety of means ranging from voluntary compliance, referral to other appropriate State agencies or municipalities, formal enforcement actions such as Administrative Consent Agreements and Enforcement Orders, Court Actions under Rule 80K, or referral to the Office of the Attorney General. In addition, the Division responded to 354 requests for written Advisory Opinions, sought by potential applicants asking for clarification of the language of the laws and regulations.

Other Services: In addition to Licensing and Review and Enforcement, the Bureau staff is engaged on a daily basis in providing technical assistance to individuals and municipalities on issues related to bureau administered laws and regulations. The Bureau handles in excess of 500 calls per day for general information. The Bureau participated with the Department in the production of several fact sheets and issue profiles outlining various aspects of the laws and regulations administered, including an issue profile on Shoreland Zoning Model Ordinance, the Natural Resources Regulation of Dams, Hydro-licensing, Sedimentation and Erosion Control, and Beach Maintenance.

The Shoreland Zoning Unit is responsible for the oversight in administration of the Shoreland Zoning Program. The unit has completed the drafting of the new Model Shoreland Zoning Ordinance.

LICENSES, PERMITS, ETC.:

- Site Location of Development permits
- Natural Resources Protection Act permits

PUBLICATIONS:

The following publications are available from the Bureau free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading).

- Site Location of Development* (August 1986)
- Protecting Your Coastal Wetlands* (September 1983)
- Protecting Your Lake* (January 1987)
- A Guide to Land Use Laws Administered by DEP* (January 1982)
- Bureau of Land Quality Control* (July 1983)
- Guidelines For Municipal Shoreland Zoning Ordinance
- Hydropower Development Regulations
- Maine Dam Inspection Registration & Abandonment Act
- Natural Resource Protection Act (1988)

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FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	1,061,459	876,698	13,424		171,337	
Health Benefits	88,749	71,392	2,423		14,934	
Retirement	199,302	163,185	2,617		33,500	
Other Fringe Benefits	14,745	11,208	242		3,295	
Computer Services—State	2,888	2,888				
Other Contractual Service	202,026	188,867			13,159	
Rents	8,994	8,994				
Commodities	14,360	12,579			1,781	
Grants—Subsidies—Pensions	45	45				
Equipment	44,507	44,507				
Interest—Debt Retirement	794	794				
Transfers to Other Funds	9,307	-11	682		8,636	
TOTAL EXPENDITURES	1,647,176	1,381,146	19,388		246,642	

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

ALAN M. PRYSUNKA, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2651

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: October, 1980

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096D; Citation: 38 M.R.S.A., Sect. 541

Average Count—All Positions: 136

Legislative Count: 19

PURPOSE: This Bureau administers the State's oil and hazardous materials control programs, which include the following areas of responsibility:

1. Emergency response for oil and hazardous materials spills;
2. Regulation of all underground oil storage facilities;
3. Licensing and inspection of hazardous waste and waste oil facilities and transporters;
4. Licensing and inspection of oil terminals;
5. Investigation and clean-up of all uncontrolled hazardous substances sites;
6. Enforcement of all oil and hazardous materials control laws;
7. Management of the Maine Coastal and Inland Surface Oil Clean-Up Fund, the Ground Water Oil Clean-Up Fund, the Hazardous Waste Fund and the Uncontrolled Hazardous Waste Site and Underground Oil Tank Bonds, and processing third party damage claims for oil contamination problems.

In addition, this Bureau provides staff support to the Advisory Commission on Radioactive Waste and the Board of Underground Storage Tank Installers.

ORGANIZATION: In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Response Services, the Division of Licensing and Enforcement, and the Division of Remedial Planning and Technical Services. The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle and the Licensing and Enforcement and Remedial Planning and Technical Services are located in Augusta.

PROGRAM: The more noteworthy accomplishments within the Bureau's Oil & Hazardous Waste/Material programs during the past year are listed below.

ENVIRONMENTAL PROTECTION

A. Division of Licensing & Enforcement

1. Continued oversight of the state's hazardous waste facility licensing, consolidating federal and state licensing requirements, resulted in the following enforcement actions: 577 letters of violation were issued, 10 negotiated enforcement agreements were finalized and 1 administrative order was issued by the Commissioner which designated sites as uncontrolled hazardous substance sites. In addition, several cases are currently pending final resolution.
2. The following activities were performed this year:

Preliminary Assessment Site Verified	10
Site Inspection (includes screening, expanded and listing site inspections)	18
Operation & Maintenance	3
3. The Bureau is coordinating the clean-up of the State's nine Superfund sites with the federal government. Including the remedial Superfund sites, the state has been involved with 70 sites this past year.
4. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contaminations are currently in progress.
5. The Bureau processed more than 31,250 hazardous waste manifest shipping forms during the past year.
6. One hundred and sixty-six (166) hazardous waste and waste oil transporters were licensed during the past year and Bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with State Law and rules by those who transport hazardous waste in Maine.
7. Resolved 25 third party damage claims.

Following is a list of key activities in Licensing and Enforcement during the past year:

A. Licensing & Enforcement:

- | | |
|--|-------|
| 1. Oil terminals licensed | 10 |
| a. Shoreside Terminals | 10 |
| b. Vessels | 0 |
| 2. Hazardous Waste Facility Inspections | 30 |
| 3. Hazardous Waste Complaint Investigations | 24 |
| 4. Hazardous Waste Facilities Approved: | |
| a. Treatment | 10 |
| b. Closure Plans | 5 |
| c. Storage facilities | 0 |
| 5. Hazardous Waste and Waste Oil Transporter Licenses | 166 |
| 6. EPA I.D. Numbers | |
| a. Permanent | 64 |
| b. Temporary | 1,482 |
| 7. Underground Tanks registered | 2,029 |
| 8. Underground Oil Storage Facility Inspections | 60 |
| 9. Underground Oil Storage Facility Waiver Requests | 37 |
| 10. Damage claims received | 27 |
| 11. Clean Up Orders Issued By Consent | 0 |
| 12. Administrative Clean Up Orders | 5 |
| 13. Damage Claims Processed for Settlement or Referral | 25 |

B. Division of Response Services

1. Responded to 1499 surface and groundwater oil spills
2. Performed 556 oil spill investigations
3. Responded to 140 hazardous waste spills
4. Performed 115 hazardous materials investigations
5. Performed 173 inspections of underground tank abandonments
6. Performed 419 leaking underground oil tank investigations

B. Response Services

- | | |
|--|------------|
| 1. Hazardous Materials Spills or Investigations | 255 |
| 2. Oil Spills or Investigations | 2,102 |
| 3. Number of wells contaminated by petroleum | 70 |
| 4. Oil Terminal Inspections | 10 |
| 5. Number of barrels of oil transferred by licensees | 82,469,090 |

ENVIRONMENTAL PROTECTION

C. Division of Remedial Planning & Technical Services

1. Technical support to all Bureau programs.
2. Technical staff support to Maine Radioactive Waste Advisory Commission and Maine Board of Underground Oil Storage Tank Installers.
3. Development of regulatory programs for underground oil & chemical storage tanks and low-level radioactive waste facilities.
4. Review of hazardous waste facility license applications for technical adequacy.
5. Engineering and geological support to groundwater clean up projects at uncontrolled hazardous waste sites.
6. Responsible for long term ground water remediation and for providing replacement drinking water at major leaking underground oil tank sites.
7. Technical assistance and training of underground oil tank installers.
8. Compliance inspections of groundwater monitoring programs at licensed hazardous waste sites and newly installed underground storage tanks.

C. Remedial Planning & Technical Services

- | | |
|--|----|
| 1. Replacement public water supplies initiated | 3 |
| 2. Leaking underground oil tank ground water clean-up projects | 4 |
| 3. Hazardous waste cleanup assistance | 26 |

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits. Those licenses and permits issued by the Board that are associated with the Bureau of Oil & Hazardous Materials Control are as follows:

1. Oil Terminal Facility License;
2. Hazardous Waste Facility License;
3. Hazardous Waste License By Rule for On-Site/Off-Site Reuse;
4. Hazardous Waste Transporter License;
5. Registration of Underground Oil Storage Tanks;
6. (Oil) Vessel at Anchorage
7. Waste Oil Transporter License
8. Waste Oil Facility License
9. EPA Identification Numbers

PUBLICATIONS:

Copies of Bureau regulations are available.

Understanding Maine's Standards For Generators of Hazardous Waste—March 1987

Annual Hazardous Waste Activity Report for 1988

State of Maine Hazardous Waste Capacity Assurance Plan, October 1989—free

Casco Bay Coastal Resources Inventory — \$20.00/set

Vol. 1 — Marine Resources

Vol. 2 — Marine Wildlife/Marine Flora

Abandonment and Removal of Underground Oil Storage Facilities—April 1988—free

Underground Oil Storage Tank Installer Study Guide—\$35.00

Siting, Design and Cost of Shallow Land Burial Facilities in Northern New England — free

Conceptual Design of an Engineered Disposal Facility for Low-Level Radioactive Waste — free
MORP booklet, Maine Oil Recycling Program Directory — free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ENVIRONMENTAL PROTECTION

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,284,981	469,378	1,161,751		653,852	
Health Benefits	191,442	39,210	95,012		57,220	
Retirement	443,546	91,670	223,919		127,957	
Other Fringe Benefits	27,656	5,372	12,907		9,377	
Computer Services—Comm	408		408			
Computer Services—State	38,597		38,597			
Other Contractual Service	4,663,505	44,106	1,878,103		382,556	2,358,740
Rents	37,018	632	32,782		1,282	2,322
Commodities	129,554	5,209	119,685		3,945	715
Grants—Subsidies—Pensions	402,591		402,591			
Buildings and Improvement	17,620		17,620			
Equipment	345,730		304,796		40,934	
Interest—Debt Retirement	21,690	9	21,266		10	405
Transfers to Other Funds	164,397		129,331		35,066	
TOTAL EXPENDITURES	8,768,735	655,586	4,438,768		1,312,199	2,362,182

OFFICE OF QUALITY ASSURANCE (DEP)

DEAN C. MARRIOTT, CHIEF EXECUTIVE

ELIZABETH ARMSTRONG, Deputy Chief Executive

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-2811

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1988

Sunset Review Required by:

Reference: Policy Area: 05; Umbrella: 06; Unit: 403; Citation: 38 M.R.S.A., Sect. 342

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: It is the purpose of the Office of Quality Assurance to assure that all environmental data used for regulatory purposes by the Department are of known precision and accuracy.

ORGANIZATION: The Office of Quality Assurance is located within the Department's Office of the Commissioner. It performs an overview role of all chemical, biological, geological and related environmental data created by or for the program bureaus of the Department. Its functions are performed by delegation of tasks to appropriate bureau staff. Responsibility of goal achievement is assigned to the Director of the Office of Quality Assurance by the Director of the Office of the Commissioner.

PROGRAM: This office is responsible for assuring that environmental data created by the Department is of known quality. Its primary responsibilities include administering and implementing the Quality Assurance Program Plan. In addition, it serves as the Department's liaison with EPA and provides technical support for the six program bureaus.

FINANCES, FISCAL YEAR 1990: The budget for the Office of Quality Assurance is included in the budget for the Department of Environmental Protection.

BUREAU OF SOLID WASTE MANAGEMENT

PAULA M. CLARK, DIRECTOR

Central Office: Village Square, Gardiner

Telephone: 582-8740

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096E; Citation: 38 M.R.S.A., Sect. 342

Average Count—All Positions: 46.5

Legislative Count: 20

PURPOSE: The Bureau of Solid Waste Management is responsible for administering all programs related to the disposal, storage and handling of non-hazardous solid wastes, spreading/utilization of residuals, asbestos management/disposal and septage disposal.

ORGANIZATION: The Bureau of Solid Waste Management is headed by a director, is supported by a clerical unit, and is organized into 3 program divisions: Licensing & Enforcement, Technical Services and Municipal & Operational Services.

PROGRAM:

Division of Licensing & Enforcement: This division is responsible for licensing and enforcement activities related to solid waste facilities (including landfills, incinerators, transfer stations, storage and processing facilities and recycling facilities), septage disposal facilities and sludge/residuals land application sites. The division is currently developing comprehensive regulations pertaining to the transportation of non-hazardous wastes. Citizen complaint response and compliance inspections are also the responsibility of division staff in the Presque Isle, Bangor and S. Portland regional offices as well as in the main Gardiner office.

Division of Municipal & Operational Services: This division administers the landfill remediation and closure program which provides technical and financial assistance to municipalities for landfill remediation and closure activities. \$13 million is currently available through 1987 and 1988 bond issues to fund the program. Municipalities are receiving assistance through Departmental development of remediation/closure plans for specific sites and through the receipt of direct financial assistance to implement the plans. The division is also responsible for administration of the asbestos abatement program which includes a certification program for all asbestos abatement workers. Municipal septage management is overseen by the division.

Division of Technical Services: This division is responsible for the provision of technical support for all bureau activities in the fields of engineering, geology and chemistry. Staff conduct technical reviews of applications and enforcement cases, provide technical recommendations, conduct inspections and sampling programs.

During 1989 and 1990, the Bureau completed comprehensive revisions to its rules regulating residual composting and utilization. In 1990, the Bureau is working to revise portions of its solid waste management regulation and to complete the drafting or revision rules regulating the closure and remediation of landfills, the transportation of waste, and the certification of asbestos abatement personnel.

LICENSES, PERMITS, ETC.

All licenses and permits related to:

- Solid waste disposal/storage/processing facilities
- Septage spreading sites
- Land Application of Sludge and Other Residuals
- Asbestos Abatement Certifications

PUBLICATIONS:

- Solid Waste Law (PL 1987 Chapter 517)
- Maine Solid Waste Management Regulations (May 1989)
- Summary of Public Comments and Responses to the 1989 S.W. Management Rules
- Septage Management Regulations

ENVIRONMENTAL PROTECTION

- Rules for the Land Application of Sludge and Residuals
- Asbestos Abatement Rules
- Maine Disposal Capacity Needs Analysis
- Report: Tires, White Goods and Demolition Debris

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOLID WASTE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	777,955	536,273	231,892		9,790	
Health Benefits	63,852	40,587	22,753		512	
Retirement	153,733	106,507	45,311		1,915	
Other Fringe Benefits	6,947	3,417	3,470		60	
Computer Services—State	2,270	1,464	806			
Other Contractual Service	168,951	108,819	51,083		2,549	6,500
Rents	88,066	66,130	21,770		166	
Commodities	21,020	12,194	8,826			
Grants—Subsidies—Pensions	331,228	148,000	2,881			180,347
Equipment	47,239	5,209	42,030			
Interest—Debt Retirement	20	20				
Transfers to Other Funds	13,495		12,774		721	
TOTAL EXPENDITURES	1,674,776	1,028,620	443,596		15,713	186,847

BOARD OF UNDERGROUND STORAGE TANK INSTALLERS

LESLIE SMITH, CHAIRMAN

Central Office: Augusta

Telephone: 289-2651

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: June 28, 1985

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 481; Citation: 32 M.R.S.A., Sect. 10003

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Board of Underground Storage Tank Installers was established to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons, to assure the availability of underground storage tank installations of high quality to persons in need of these services.

ORGANIZATION: The Board of Underground Storage Tank Installers was established under the authority of PL 1985, Chapter 496, Section 2, and amended by 1987 P.L. Chapter 402, Section 172; 1987 P.L. Chapter 410, Section 1; 1989 P.L., Chapter 312; and 1990 P.L., Chapter 845.

PROGRAM: The Board of Underground Storage Tank Installers has continued to implement its certification procedures. One written examination was held in June of 1990.

Enactment of P.L. 1989, c. 312 and P.L. 1990, c. 845 required the Board to conduct rulemaking to maintain consistency with statutory mandates. This, along with statutory changes to the Department of Environmental Protection's (DEP) technical underground oil tank program and development of DEP's technical regulations on underground hazardous substance tanks has required the Board to undertake significant program revision before being able to formally offer many certification programs. The effort at program revision continues into FY 90-91.

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A total of 14 on-site examinations were held from July 1, 1989 to June 30, 1990. A total of 275 installers have been certified, but a number of them have elected not to renew their certificates. The Board cosponsored or approved seven (7) recertification workshops this year. Complaints or reports against 24 installers and one applicant were investigated and acted upon.

LICENSES, PERMITS, ETC.:

- Underground Oil Storage Tank Installer Certificate—Class I
- Underground Oil Storage Tank Installer Certificate—Class II
- Underground Oil Storage Tank Installer Certificate—Class III
- Underground Oil Storage Tank Inspector Certificate (DEP employees only)
- Underground Hazardous Substance Storage Tank Certificate (pending examination development)
- Underground Hazardous Substance Tank Examiner Certificate (pending examination development)
- Underground Hazardous Substance Tank Inspector Certificate (pending examination development)
- Underground Gasoline Tank Remover Certificate (pending rulemaking and examination development)

PUBLICATIONS:

- Underground Oil Storage Tank Installer Study Guide — Free to applicants for Underground Oil Storage Tank Installer Certificates
- Summary and Assessment of Maine's Underground Storage Tank Installer Certification Program (1989)—Free
- Annual Reports to the Commissioner of Environmental Protection—Free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Environmental Protection.

BUREAU OF WATER QUALITY CONTROL

STEPHEN W. GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta

Telephone: 289-3901

Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 06; Unit: 096C; Citation: 38 M.R.S.A., Sect. 361A

Average Count—All Positions: 117

Legislative Count: 31.5

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine waterways and reporting their best uses and recommended classifications to the Legislature. Once legal standards have been established, the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year included approximately \$2.4 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for federal program and wastewater treatment plant planning and construction management grants. The Bureau has reviewed the classifications of all the State's waters and held statewide public hearings. As a result the 113th Maine Legislature upgraded the classification of significant portions of Maine's rivers, streams and marine waters.

ORGANIZATION: The Bureau of Water Quality Control has four divisions with regional office staff in Portland, Presque Isle and Bangor.

ENVIRONMENTAL PROTECTION

PROGRAM:

Division of Licensing and Enforcement. The Division regulates the discharge of pollutants to surface or ground waters of the state as authorized under the Protection and Improvement of Waters Law with a combination of licensing, certification and enforcement activities. The following is a summary of division activities during FY 90:

State Licenses Issued (renewals and new)

Municipal	18
Industrial	14
Commercial	16
Residential	205
Dredging	0
Aquatic Pesticides	0
Experimental	1
License Applications Denied	0
Certification of U.S. EPA NPDES Permits	20
Certification of Sales and Use Tax Exemption Approved	35
Certification of Sales and Use Tax Exemption Denied	0
Certification of Property Tax Exemption Approved	31
Certification of Property Tax Exemption Denied	0
Administrative Enforcement Agreements Issued	31
Referrals to Attorney General's Office	6
Cases Processed Under Rule 80(k) of the District Court Civil Rules of Procedure	1

Division of Engineering and Technical Assistance. The division oversees the operation of all wastewater treatment facilities in the State of Maine. It is responsible for inspecting municipal industrial, commercial, and residential treatment plants. The Division administers three funding programs for the planning design and construction of municipal wastewater treatment facilities. The State Revolving fund (SRF) maintains Maine's existing inventory of wastewater treatment facilities by funding rehabilitation and upgrade projects. The Small Communities and Combined Sewer Overflow Programs are focused on other point source water quality problems throughout the state. The investigation of citizen complaints is also performed by the division.

Maine Wastewater Treatment Facilities

Municipal	125
Industrial	75
Residential	2500
Commercial	200'
Inspections of wastewater treatment plants:	
Municipal	376
Industrial	151
Residential/Commercial	2173
Citizen Environmental Complaints	220
Training Sessions	18
Technical Assistance Projects (New)	17
Technical Assistance Projects (Cont'd)	8
Pretreatment Inspections	8

Division of Environmental Evaluation and Lake Studies. The Division provides technical support to other Water Bureau divisions and other Bureaus in the DEP. Expertise in the Division includes biology/ecology, geology, engineering, hydrology, and water chemistry. Special services include biologic and toxicologic lab analysis, specialized computer modeling of wastewater impacts and complete ambient monitoring and investigative capabilities.

The responsibilities of this Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program — Title 38, M.R.S.A., Section 386-390.
2. Direct the State's Lake Restoration and Protection Program — Title 38, M.R.S.A., Section 390-A.
3. Provide technical assistance to municipalities for review of impacts from development on lakes and other lake protection issues.
4. Direct and coordinate a lake monitoring program for statewide volunteers under Title 38, M.R.S.A., Section 424.

ENVIRONMENTAL PROTECTION

5. Educate the public on the value and sensitivity of Maine's lakes.
6. Provide biological and geological expertise to all DEP bureaus and the Board as required.
7. Provide a monitoring network using biological and chemical techniques to assess the State's waters.
8. Conduct special river and stream waste assimilation studies to determine if water quality is being maintained.
9. Provide review of wastewater discharge licenses for BOD impacts, toxic effects, or other concerns.
10. Develop and implement state groundwater strategy.
11. Monitor and prepare water quality data collected from groundwater aquifer mapping and sand-salt storage.
12. Provide technical assistance to municipalities for protection of groundwater resources.
13. Conduct a monitoring program for marine waters.
14. Assist towns in the development of comprehensive plans as they relate to the protection of water quality.
15. Meet and coordinate with US-EPA staff on the Clean Water Act and the various sections of the federal statute that affects Maine water quality standards.

The Division has been divided into five sections each with a leader. Responsibilities are delegated to the section leader through the division director.

1. The Lakes section coordinates a monitoring program which uses voluntary monitors on approximately 300 lakes. The Division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides data for evaluation of the effects of developments proposed under the site location law. A new technical assistance unit uses this data in recently developed procedures to assist towns in making decisions about appropriate land use in lake watersheds. The lakes program continues to receive high interest and support.

Lake restoration work continues at Three Mile Pond and Long/Cross Lakes and has started this year on China Lake for Phase I of its restoration. Future lake work will be performed as EPA Section 314 funding becomes available. A state fund is also available which will assist on lakes projects and will be a source of funds for the near future. The DEP is shifting its efforts to a lake protection program which is least costly in the long run. The key elements of this effort are the technical assistant unit and an expanded public education program. A special grant has been received to evaluate and implement newly designed technical guidance for lake watershed development. This study will occur in the Dedham area.

2. The Environmental Evaluation section reviews applications for projects that may discharge wastes or have other impacts on receiving waters, such as alteration of flows by hydropower projects. Computer water quality models are utilized by the division's engineers to estimate a river or stream's assimilative capacity. The models are calibrated/verified by field data. The use of QUAL 2 and WASP4 Models give the capability of two and three dimensional and steady and unsteady state simulation to stream modeling.

The Division's Instream Biological Monitoring Program is now fully computerized. The microcomputer database contains aquatic macroinvertebrate community (insects, clams, snails, etc.) information and local sampling site information (habitat, temperature, land use, etc.) from about 160 river and stream stations across the State. This database forms the basis of the Bureau's developing biological criteria regulations. US-EPA has favorably recognized the innovative approach Maine has taken by inviting the staff's participation in the development of a national biological criteria policy document. The biological monitoring approach is innovative because it promotes a shift in the regulatory perspective from the pollutant source (i.e. physical/chemical characterization of pollutants) to the aquatic life resource (i.e. evaluation of the actual condition of the aquatic community that is subjected to pollution). This feature provides the Water Bureau with a means of evaluating the overall success of its water quality management efforts, in terms of the health of the States aquatic communities.

The section also administers Maine's Dioxin Monitoring Program, collecting sludge and fish below suspected facilities for dioxin analysis, and Maine's Bioaccumulation Program which monitors other contaminants in fish in Maine waters. The section conducts effluent toxicity testing of various waste discharges.

3. The Marine Section has developed the Marine Monitoring Program which is actually a joint effort between the DEP and the Department of Marine Resources. Its primary emphasis is to monitor and evaluate Maine's near shore marine waters for chemical pollution and to use the monitoring information gained to make policy recommendations to the Department and Legislature. During its initial phase, the program reviewed existing data on pollution along Maine's coast and developed a monitoring strategy to be conducted over the next several years.

4. The Division's hydrogeology section helps direct and coordinate the State's groundwater resource

ENVIRONMENTAL PROTECTION

evaluation and protection strategy. Providing groundwater-related technical expertise to citizens, municipalities, regional planning commissions, and other State agencies continues to be one of the section's primary responsibilities. Current program priorities include: implementation of the State Groundwater Strategy, coordinating development of "best management practices" (BMPs) for all potential groundwater pollution sources; educating the public on issues of the State Comprehensive Planning Program; and expanding the State's groundwater quality database. The hydrogeology section continues to cooperate with the State Bureau of Geology and the U.S. Geological Survey to delineate and evaluate the State's sand and gravel bedrock aquifer resources.

Division of Programs, Operations and Planning. The division provides administrative support to other units of the bureau; provides computerized tracking of wastewater treatment plant discharge and licensing information, citizen complaints received by the bureau, and ambient water quality data; administers water quality planning grants to local and regional agencies; and, implements the Maine nonpoint source pollution control program.

The Maine nonpoint source pollution control program addresses water pollution from diffuse sources such as urban runoff, timber harvesting and agricultural activities. One key element of this program is the development of Best Management Practices (BMPs) for all land uses in Maine (agriculture, silviculture, development, etc.).

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

- IRS certification for five year amortization
- IRS certification for tax exempt bonding
- FAME certification for loan applicants compliance with environmental laws
- National Pollutant Discharge Elimination System Permit Certification
- Personal Property Tax exemption
- Sales & Use Tax exemption

PUBLICATIONS:

- Publications produced in 1989/90
 - Maine Clean Water Strategy
 - The Nomination of Casco Bay to the National Estuary Program
 - Clean Water: Our Precious Resource (free)
 - Wastewater Treatment Grants
 - 1990 Water Quality Assessment (305b report)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,160,514	907,103	89,450		1,163,961	
Health Benefits	185,719	77,895	6,658		101,166	
Retirement	417,839	174,722	17,434		225,683	
Other Fringe Benefits	19,234	6,007	487		12,740	
Computer Services—State	3,351	1,916			1,435	
Other Contractual Service	846,864	535,660	193		311,011	
Rents	14,898	4,866			10,032	
Commodities	42,227	34,279			7,948	
Grants—Subsidies—Pensions	8,857,305	57,300			352,419	8,447,586
Equipment	65,338	23,195			42,143	
Interest—Debt Retirement	369	40			329	
Transfers to Other Funds	71,913		4,193		67,720	
TOTAL EXPENDITURES	12,685,571	1,822,983	118,415		2,296,587	8,447,586

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

PAUL K. McCANN, CHAIRMAN
MARILYN E. CANAVAN, Director

Central Office: State Office Bldg., Augusta; Floor: 2
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Telephone: 289-4178

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 94; Unit: 270; Citation: 1 M.R.S.A., Sect. 1002

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts of the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by Chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by Chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine.

Public Law 1989, Chapter 501 and Public Law 1989, Chapter 561 provided the Commission with two additional full-time staff members.

PROGRAM: During FY 1990, the Commission administered and investigated violations of the requirements for campaign reports and financing and administered the laws on legislative ethics, including financial disclosure of Legislators.

The Commission elected a new Chairman in May 1990.

Complaints: Seven complaints were filed with the Commission during FY 1990, 3 alleging conflicts of interest, 4 alleging violations of the Campaign Reports and Finances Act. Those alleging conflicts of interest were reviewed and filed, the Commission finding no basis for hearing the complaints.

ETHICS AND ELECTION PRACTICES

Regarding other allegations, the commission made advisory recommendations concerning one matter, requested and obtained compliance from individuals involved in a second, referred to the office of the Attorney General for investigation a third matter, and voted not to pursue the fourth.

Information, Audit of Reports: During FY 1990, the Commission adopted the following operational goals:

- 1) To develop and distribute literature to increase the awareness of Legislators and candidates for public office of their responsibilities under the law
- 2) To increase report auditing functions
- 3) To provide more comprehensive statistics on campaign financing to the Legislature and the general public.

Toward that end, Commission staff sent to state and county candidates and political action committees prior to filing deadlines, 2870 notices and reminders, 535 candidate brochures, and 870 filing schedules. In addition, staff telephoned to remind late filers of approaching deadlines. The Commission filled 297 requests for copies of the campaign finance laws, and 92 requests for copies of the laws on legislative ethics. The Commission also developed a candidate brochure and prepared a summary of guidelines on campaign financing for inclusion in "Running for Office in Maine," a publication distributed by the Secretary of State.

Staff reviewed 725 candidate reports, 260 reports of in-state political action committees, 226 reports of out-of-state political action committees, 540 candidate registrations, and 186 sources of income statements. Audits were conducted on 639 reports.

Commission Rulings: The Commission met as required by 21-A MRSA Section 1002 to review campaign finance reports required of state and county candidates, political committees supporting such candidates, and political action committees involved in state and county political campaigns. The Commission reviewed the filings of 7 candidates reporting the disposition of surplus funds from previous campaigns, 18 candidates involved in the 1990 primary election, and 5 political action committees, and determined that 22 candidate reports and 2 political action committee reports were filed late.

The Commission considered the lateness of 25 registrants for state and county office and granted amnesty to all late filers.

The Commission considered and ruled on 7 queries relating to campaign finance reporting.

Objectives: Subcommittees of the Commission were established for the following purposes: to review and approve a work program for new Commission staff; to clarify instructions for completing financial disclosure forms; to review the procedure for bringing before the Commission violations of the campaign reports and finances law; and to conduct a study of the Maine Code of Fair Campaign Practices.

The Commission met 5 times during FY 1990.

PUBLICATIONS:

The Commission publishes copies of the Campaign Reports and Finances Law (21-A MRSA, Sections 1001-1020), the law governing political action committees (21-A MRSA, Sections 1051-1062, the Maine Code of Fair Campaign Practices (21-A MRSA Sections 1101-1105), the law on Governmental Ethics (1 MRSA Sections 1001-1008), and the law on Legislative Ethics (1 MRSA, Sections 1011-1023).

Other publications include:

- 1990 candidate brochure
- Filing schedules for candidates and political action committees
- Filing schedule for Federal candidates
- Summary of registration, record keeping, and reporting requirements of the campaign finance laws (included in "Running for Office in Maine")
- Listing of political action committees currently registered in Maine
- Listing of 1990 candidates for State and County office and their treasurers
- Totals of campaign contributions and expenditures for State, County, and Federal candidates

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ETHICS AND ELECTION PRACTICES

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,688	38,688				
Health Benefits	3,073	3,073				
Retirement	7,531	7,531				
Other Fringe Benefits	298	298				
Other Contractual Service	9,828	9,828				
Commodities	1,468	1,468				
Equipment	977	977				
Interest—Debt Retirement	5	5				
TOTAL EXPENDITURES	61,868	61,868				

EXECUTIVE DEPARTMENT

(OFFICE OF) GOVERNOR

JOHN R. McKERNAN, JR., GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2

Telephone: 289-3531

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 26

Legislative Count: 26

PURPOSE: The Governor serves to direct the affairs of the state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

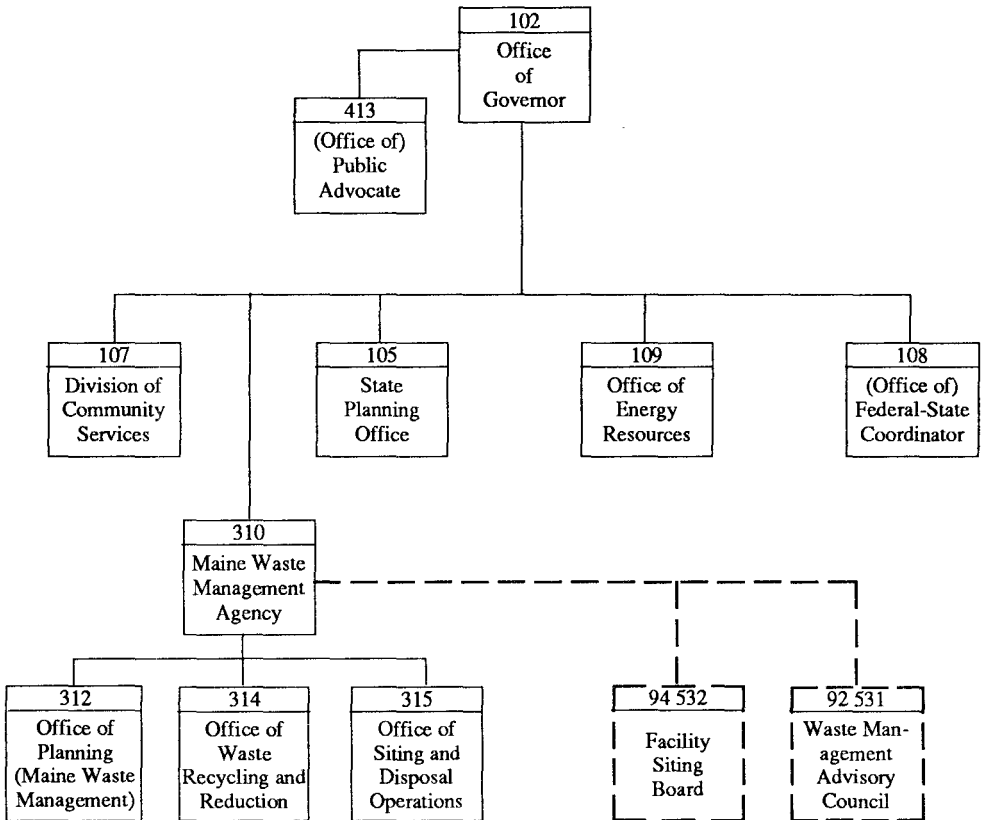
Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXECUTIVE DEPARTMENT

ORGANIZATIONAL CHART EXECUTIVE DEPARTMENT UMB 07



Approved by the Bureau of the Budget

EXECUTIVE DEPARTMENT

CONSOLIDATED FINANCIAL CHART FOR FY90 EXECUTIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	Special General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,612,233	2,389,180	397,249		825,804	
Health Benefits	267,642	169,971	27,530		70,141	
Retirement	598,774	370,352	67,543		160,879	
Other Fringe Benefits	44,150	29,471	5,820		8,859	
Computer Services—Comm	11	11				
Computer Services—State	103,806	103,264	542			
Other Contractual Service	1,778,194	1,107,224	284,024		353,619	33,327
Rents	115,017	26,491	83,657		4,869	
Commodities	101,079	68,862	19,107		13,110	
Grants—Subsidies—Pensions	30,305,376	4,677,167	2,805,755		22,822,454	
Purchases of Land	8,868,015				70,000	8,798,015
Buildings and Improvement	9,699					
Equipment	256,911	18,507	76,626		161,778	
Interest—Debt Retirement	258	12			246	
Transfers to Other Funds	108,758		36,559		72,199	
TOTAL EXPENDITURES	46,169,923	8,960,512	3,804,412		24,573,657	8,831,342

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	832,209	832,209				
Health Benefits	50,368	50,368				
Retirement	117,206	117,206				
Other Fringe Benefits	12,665	12,665				
Computer Services—State	92,456	92,456				
Other Contractual Service	149,315	149,315				
Rents	36	36				
Commodities	39,327	39,327				
Grants—Subsidies—Pensions	247,807	247,807				
Equipment	5,775	5,775				
Interest — Debt Retirement	12	12				
TOTAL EXPENDITURES	1,547,176	1,547,176				

EXECUTIVE DEPARTMENT

MAINE BUSINESS ADVISORY COUNCIL

LYNN WACHTEL

Commissioner, Department of Economic & Community Development

Central Office: 193 State Street, Augusta

Telephone: 289-2656

Mail Address: Statehouse Sta. #59, Augusta, ME 04333

Established: October 18, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* Exec. Order 4, FY 85

PURPOSE: The Maine Business Advisory Council advises and assists the Governor in the formulation of business policy. The Council also encourages communication and understanding between Maine business and government.

ORGANIZATION:

The Council is comprised of between 20-25 members, appointed by the Governor.

Members of the Council either owned or participated in the management of a business in Maine.

PROGRAM: The Council's membership reflected the diversity of the state's business sector and included different size businesses, different business sectors, and different geographical areas.

Members served at the pleasure of the Governor for a term of two years, except for initial appointees, half of whom served for three years.

Staff assistance for the Council was provided by the Department of Economic and Community Development.

Executive Order #5 of FY 87/88, effective September 24, 1987.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

**OFFICE OF CHILD WELFARE
SERVICES OMBUDSMAN**

JANE SHEEHAN, Chief Executive

Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell

Telephone: 289-6540

Mail Address: Statehouse Sta. #73, Augusta, ME 04333-0073

Established: 1989

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 417; *Citation:* 22 M.R.S.A., Section 4087

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Office of Child Welfare Services Ombudsman was established to represent the best interests of individuals involved in the State's child welfare system as a class and to investigate and resolve complaints against State Government Agencies that may be infringing on the rights of individuals involved in the State's child welfare system.

ORGANIZATION: The office of Child Welfare Services Ombudsman was enacted by 1987 Public Law Chapter 511, § A, 4, effective July 1, 1987. The Office, which is autonomous from any other state agency, was funded by the Legislature in January, 1989 and established within the Executive Department.

PROGRAM: The Child Welfare Services Ombudsman provides ombudsman services to individual citizens in matters relating to child welfare services provided by state government. The ombudsman

EXECUTIVE DEPARTMENT

advises, consults and assists the Executive and Legislative branches, especially the Governor, on activities of State Government related to child welfare; reviews and evaluates state and federal policies and programs relating to child welfare services for the purpose of determining the value and impact on individuals involved in the State's welfare system; conducts research, gathers facts and evaluates child welfare services procedures and policies; consults with and advises state agencies on operational and management issues; serves as a coordinator of communication and cooperation for all components of the State's child welfare system; makes referrals for services, when appropriate, and informs the public of the current status of the State's child welfare system.

PUBLICATIONS:

1989-90 Report of the Office of Child Welfare Services Ombudsman

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHILD WELFARE SERVICES OMBUDSMAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	51,724	51,724				
Health Benefits	4,298	4,298				
Retirement	9,738	9,738				
Other Fringe Benefits	787	787				
Other Contractual Service	7,962	7,962				
Commodities	436	436				
Equipment	2,664	2,664				
TOTAL EXPENDITURES	77,609	77,609				

DIVISION OF COMMUNITY SERVICES

NICOLA C. KOBRITZ, DIRECTOR

JUDE MASTEN, Deputy Director

Citizen's Assistance 1-800-452-4617

Central Office: Stevens School, Flag-Dummer Bldg., Hallowell

Telephone: 289-3771

Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 00; Umbrella: 07; Unit: 107; Citation: 5 MRSA, Section 3511 et seq.

Average Count—All Positions: 40

Legislative Count: 18

PURPOSE: The Division of Community Services has been designated to carry out the responsibilities of State Government in the system of community services and community action agencies delineated by the Maine Community Services Act (5 MRSA, Section 3511 et seq.). The purpose of the system is to assure an effective focusing of local, state and federal resources upon the goal of enabling disadvantaged citizens and their families to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Division is specifically responsible for the planning and financing of community services and community action agencies and the administration of the energy assistance, weatherization and repair, surplus commodity foods, community services block grant programs and other antipoverty programs. The Division is responsible for monitoring the poverty level of Maine citizens, making recommendations to the Governor and the Legislature on the ways and means to combat and reduce poverty, overseeing the community action agencies, providing technical assistance to community action agencies and other groups serving the interests of low-income people in Maine, and advising the Governor, the Legislature and local officials on the impact of state and local policies on poverty.

EXECUTIVE DEPARTMENT

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive Order as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate changes in federal requirements and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. Effective September 19, 1975, the Division was renamed Division of Community Services. On July 1, 1983, the Division was officially designated by the Legislature as the state agency responsible for carrying out the purposes of the Maine Community Services Act. In November 1988, the Division reorganized its structure to more effectively carry out its purpose.

PROGRAM: In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or weatherization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1990 include the following:

Community Services Block Grant. The Office of Community Services in the Department of Health and Human Services provides grants to the State of Maine through the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 11 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of \$1,757,464 in FY 1990.

Home Energy Assistance Program. As the State administering agency for the 1989-90 Home Energy Assistance Program (HEAP), the Division received a grant of \$18,693,047 from the U.S. Department of Health and Human Services, plus supplemental funding in the amount of \$1.6 million. The State allocated an additional \$1.7 million in Federal Stripper Well funding to the program. The primary purpose of this program is to provide a financial benefit to low-income households to assist them in paying a portion of their winter heating bills. Through the 11 Community Action Agencies and four towns which administered the program at the local level, HEAP provided over 53,000 households with an average benefit of approximately \$272 to help meet their energy needs.

A portion of the HEAP funds was earmarked for the Energy Crisis Intervention Program (ECIP) to assist families with emergency energy needs. In addition, a portion of the HEAP grant was set aside for the Low-Income Weatherization Assistance Program and the Central Heating Improvement Program (CHIP).

Low-Income Weatherization. This program provides weatherization and energy conservation services to eligible low-income households. Priority is given to those low-income households which include a member who is either 1) elderly, 2) disabled and susceptible to hypothermia, or 3) under two years of age. Services are delivered through Community Action Agencies and two Vocational-Technical Institutes under the oversight of the Division of Community Services. Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping and chimney repair.

The Division expended a total of about \$6,357,000 from the U.S. Departments of Energy and the State Legislature. A total of 4,152 household units were weatherized or repaired between July 1, 1989 and June 30, 1990.

The Central Heating Improvement Program provides funds to maintain, upgrade or replace the primary heat source in the homes of eligible low-income residents. CHIP funds in the amount of \$1,752,674 were subgranted, and over 1,100 household units were assisted.

Citizens' Assistance Line. This toll-free WATS line is available to Maine citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require advocacy on behalf of citizens in the form of negotiating with town officials, fuel dealers and utilities.

The office also responds to information requests and serves as a clearinghouse for a number of services offered by other state, federal and local agencies.

Office of Ombudsman. The Office of Ombudsman, created by Executive Order #6, FY 75-76, receives and investigates complaints against State agencies and State employees.

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The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices, or excesses by administrators through the use of criticism, persuasion and publicity.

Temporary Emergency Food Assistance Program. Under the Temporary Emergency Food Assistance Program, Community Action Agencies have distributed surplus food commodities from the U.S. Department of Agriculture to low-income people since 1981. While food surpluses have dwindled, Congress has continued the program by appropriating funds to purchase commodities. Two distributions were held in FY 1990, serving an average of 50,755 households each time. Commodities in 1990 included butter, commeal, flour, canned beans, canned pork, peanut butter, honey and raisins.

The Division received a grant from USDA in the amount of \$209,855 to cover program costs through September 30, 1990. State funding of \$134,000 was provided to cover state distribution costs.

Commodities for Homeless. Under the Hunger Prevention Act, the Division of Community Services was designated in FY 89 to receive certain food commodities from the USDA and distribute them to soup kitchens, shelters and food banks, with priority given to those serving homeless persons.

Head Start. Head Start is a comprehensive, child development program focusing on parent involvement, health, nutrition, education, mental health, and social services. There are nearly 2,400 children and families receiving Head Start services in Maine, 724 with State funding. A minimum of 10% of these children have an identified handicapping condition. The State appropriated \$2,174,170 for Head Start in FY 1990.

Head Start services in the State of Maine are provided through 10 Community Action Agencies and 3 single purpose Child Development Agencies, geographically distributed to serve the entire state.

Emergency Community Services Homeless Grant Program. The Division received \$117,823 from the U.S. Department of Health and Human Services under the Stewart B. McKinney Homeless Assistance Act through September 1990. These funds were subgranted to Community Action Agencies for homeless assistance programs.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	925,586	350,554			575,032	
Health Benefits	78,684	28,033			50,651	
Retirement	159,190	47,084			112,106	
Other Fringe Benefits	11,326	4,476			6,850	
Other Contractual Service	342,922	185,208	10,167		147,547	
Rents	3,644	35	2,374		1,235	
Commodities	11,988	3,620	2,508		5,860	
Grants—Subsidies—Pensions	28,676,650	3,661,637	2,805,755		22,209,258	
Equipment	125,788				125,788	
Interest—Debt Retirement	246				246	
Transfers to Other Funds	35,005		851		34,154	
TOTAL EXPENDITURES	30,371,029	4,280,647	2,821,655		23,268,727	

OFFICE OF ENERGY RESOURCES

HARVEY E. DeVANE, DIRECTOR

Central Office: Stevens School Complex, Hallowell Annex, Winthrop Street, Hallowell

Telephone: 289-6000

Mail Address: Statehouse Station #53, Augusta, Maine 04333

Established: April 29, 1974

Sunset Termination Scheduled to Start by: June 30, 1995
(see note at end)

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Citation:* 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 27

Legislative Count: 14

PURPOSE: The Office of Energy Resources' (OER) mandate is to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage or oversee all federal energy conservation programs not specifically exempted; to conduct the Emergency Fuel Allocation Program; to encourage conservation of energy and the development of Maine's indigenous energy resources and to provide information on energy matters to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources was first established in 1973 by the 106th Legislature as a temporary office under the Executive Department. After less than 1 year of operation, the Office was terminated. Early in 1974 the Office was re-established on a permanent basis to carry out the purposes stated above. When re-established, the Office assumed the responsibilities and staff of the Fuel Allocation and Conservation Office, formerly within the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the federal Energy Policy and Conservation Act and the National Energy Extension Service and Conservation Act.

PROGRAM: The Office of Energy Resources provides energy policy analysis and recommendations to the Governor and Legislature and receives and administers federal funds for energy conservation and resource development in Maine. The Office also acts as the Governor's oversight agency in the management of oil overcharge funds received by the State and provides information to the public on energy developments, conservation techniques, and OER services available to consumers and businesses. In addition, it promotes energy education.

During Fiscal Year (FY) 1989, the OER designed and conducted several oil conservation programs with a total of \$1.3 million in Exxon funds and \$1.7 million in Stripper Well funds received through oil overcharge court settlements. The Office provided oversight to several programs conducted by other public agencies using \$13.53 million in oil overcharge funds.

The Office worked with the Public Advocate, the Maine Public Utilities Commission, utility companies, and others to design new electricity conservation programs and to monitor existing ones.

The OER represented Maine on several intergovernmental energy policy organizations including: the Coalition of Northeastern Governors (CONEG), the New England Governors' Conference (NEG), the National Association of State Energy Officials (NASEO), the New England Energy Directors (NEED), and the Northeast International Committee on Energy (NICE). The OER also served as Maine's representative on NEG's Power Planning Committee and its Natural Gas Task Force, as well as CONEG's Northeast Regional Biomass Program. The Office informed Maine's Congressional delegation and other appropriate national leaders of the impact on Maine of national energy policies, legislation, and developments.

The programs and activities of the Office of Energy Resources were conducted through four divisions: namely its Administrative and Support Services Division, Policy and Planning Division, Energy Standards Division, and Energy Education and Assistance Division.

Energy Data Surveys: The OER conducted two surveys of residential heating fuel use (with emphasis on firewood), monthly fuel wood price surveys, biweekly price surveys for home heating oil, as well as three propane price surveys. Additionally, the OER conducted its first survey of Maine's commercial and industrial energy use, for the years 1987 and 1988. The OER maintains data bases on petroleum stocks and natural gas supplies. The Office also tracks electricity production and use.

Electricity Supply and Demand Planning: The OER maintained its program of long-range planning for electricity supply and analysis of future demand. The Office worked with other New

EXECUTIVE DEPARTMENT

England States to improve regional forecasting of electricity demand and supplies in response to the December 1986 New England Governors' Conference Power Planning Committee report which called for changes in regional electricity planning by utilities and by governments. In the spring of 1989, the OER updated for the New England Governors' Conference, a list of Maine's 199 non-utility electricity generation facilities, including 62 which were only proposed or planned and four which have ceased operation. Non-utility generators now operating represent 30% of Maine's total electric capacity (1025 MW), and produce 37% of the electricity generated in Maine (5.7 billion kWh).

The OER commented to the Federal Energy Regulatory Commission (FERC) on hydro- electric license renewals. The OER completed a study of how many cost-effective capacity upgrades are possible at 28 sites. Possible upgrades could add as much as .25 billion kWh of capacity beyond utility projections if avoided costs rise to 15 cents/kWh.

During the year, the OER presented testimony to the Maine Public Utilities Commission (PUC) on current and future natural gas use in Maine as part of the hearings on the proposed purchase by the Central Maine Power Company of 1,000 MW of Hydro-Quebec power. The Public Utilities Commission rejected the proposed purchase.

Electricity Rate Design: Subsequent to OER testimony advocating time-of-use rates and a PUC decision of January 1987, many large commercial or industrial customers in Maine signed up for new time-of-use electric rates. Time-of-use rates were designed to reduce peak power consumption and to postpone the need for more power plants, while charging customers the true costs of serving them with electricity at particular hours and on particular days. These rates will save Maine electricity users many millions of dollars.

Commercial and Industrial Conservation: A commercial and industrial energy conservation program was developed by the OER in early 1986. It was implemented by the Central Maine Power Company and Bangor Hydro-Electric Company after negotiations with the OER, the Public Advocate, and the Public Utilities Commission. The program provides businesses with substantial cash rebates when they replace old lights or motors with energy efficient products.

Similar negotiations led to Public Utilities Commission (PUC) approval in July 1987 of Central Maine Power's RFP and Power Partners programs. In February 1988, large customers proposed 36 MW of conservation and load management. Contracts have been signed with several customers, for a total power savings of over 14 MW.

After consulting with the Central Maine Power Company in the development of the company's first residential lighting efficiency program, the OER participated in the testing of several compact fluorescent light bulbs.

The OER also worked with the State's three major utilities to monitor utility conservation programs, including weatherization, water heater wraps, and water heating cycling.

Residential Conservation Service Program: The OER, through the federal Residential Conservation Service (RCS) Program, continued to monitor the residential conservation program activities of Maine's two largest electric utilities, the Central Maine Power Company and the Bangor Hydro-Electric Company. As of March 31, 1989, 50,764 energy audits had been completed over the life of this program, resulting in a total estimated savings of 571,095 Btu. The 1,622 RCS audits conducted during the 1988-89 reporting period resulted in an estimated savings of 18,248 Btu. The Office also certifies energy auditors, solar energy installers, and weatherization installers as part of its administration of the RCS Program. The certification program, which has been conducted by the OER since 1980, offers certification examination to energy auditors and installers throughout the State. Successful completion of the examinations is required to qualify for inclusion on the OER's Certified Auditors and Installers Register.

Energy Emergency Management Program: The OER is charged with the responsibility of planning for energy supply emergencies. The Energy Emergency Management Program principally addresses petroleum supply and storage, since Maine is dependent on petroleum products to meet approximately 60% of its energy needs. This requires the gathering and analyzing of petroleum supply and price data, and the periodic revising of the State Energy Emergency Response Plan. This plan establishes the procedure to be taken by the Governor in response to any actual or impending critical shortages of energy resources. The plan relies upon voluntary compliance through recommended conservation measures, but also includes regulations which can be implemented by the Governor in the event that voluntary actions prove to be insufficient to resolve a serious shortage.

The OER is now developing a section on fuel wood for Maine's Energy Emergency Response Plan. Wood is second only to oil in its use as a space heating fuel in Maine. This will be the first time in the nation that an analysis of wood is included in a state's energy emergency plan.

The OER coordinated Maine's emergency energy conservation plan with those of the other New England states and the Eastern Canadian Provinces.

EXECUTIVE DEPARTMENT

The Office analyzes petroleum supplies, recent consumption trends, and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyze the Energy Information Administration (EIA) form 782 and the OER Biweekly Stock and Inventory Reports. The OER independently conducts a biweekly price survey of home heating oil dealers.

Conservation Demonstration Programs: The 112th Legislature funded six conservation demonstration programs. (1) Weatherization Rebate—\$525,000; (2) Furnace Modernization Rebate—\$525,000; (3) Furnace Service Rebate—\$350,000; (4) High Efficiency Lighting Rebate—\$350,000; (5) Small Business Weatherization and Furnace Modernization Rebate—\$500,000; and (6) Weatherize Homes in Maine—\$1,000,000.

These programs were to be conducted over a three year period or until funds were expended. The residential programs offer homeowners, landlords, or renters up to \$200 as a rebate for purchases of specific weatherization, furnace modernizations, or high efficiency lighting materials. Small businesses and non-profit organizations may receive up to \$500 as rebates on similar materials.

The Office operated three of its six programs during FY 1989. Approximately 500 homeowners and small business owners received rebates under these three programs and another 4,500 homeowners participated in the Weatherize Homes in Maine program (WHIME). The WHIME program provided participants with energy conservation education and free conservation materials worth \$75 per participant. Legislation enabling these programs expired on June 30, 1989. All Rebate Programs were closed, as of this date. Three were renewed for the coming biennium. They are the Furnace Service Program, the High Efficiency Lighting Program, and the WHIME program.

Institutional Conservation Program (ICP): The ICP, a federal matching program administered since 1980 by the OER, awards grants throughout the state to schools and hospitals for energy conservation projects. In the most recently completed annual grant cycle, the OER approved the funding of 17 grants, totalling more than \$300,000. Funding for these grants came from a federal ICP allocation to Maine and a State oil overcharge allocation. Currently, the OER is accepting applications for the next ICP grant cycle which is scheduled for completion in early 1990.

Legislation: Appliance Standards—Since January 1, 1988, Maine law has required that most major appliances sold in Maine meet minimum energy efficiency standards. Appliances covered include: refrigerators, refrigerator-freezers, freezers, water heaters, and furnaces and boilers. The OER is responsible for administering the law and has been working with appliance distributors and retailers in seeking compliance. A statewide survey of vendor compliance was completed in FY 1989. The survey reported a compliance level of 97% to 99%.

Fluorescent Lighting and Ballast Standards—The 113th Legislature enacted minimum energy efficiency standards for new fluorescent lamp ballasts. These standards will take effect on January 1, 1990. The OER is responsible for administration and enforcement. The Office is actively advising all lighting wholesalers and retailers and all licensed master electricians.

Adult-Care Boarding Home Weatherization Program—The 113th Legislature allocated \$800,000 to assist Maine's eligible boarding homes with energy conservation measures. Up to \$500 per public pay, low-income client may be granted to each institution for improvements. It is estimated that most of Maine's 194 boarding homes housing approximately 2,000 low-income citizens will be assisted by this program.

Mandatory Energy Standards. In 1988, the 113th Legislature enacted mandatory minimum energy efficiency building standards for residential, commercial, and institutional buildings. ASHRAE 90 Standards (American Society of Heating, Refrigerating, and Air-Conditioning Engineers) were required for commercial and institutional buildings. Prescriptive insulation standards were applied to residential construction, with exceptions for owner-built and owner-contracted single-family houses and log homes. Enactment of these new mandatory energy building standards made the previously adopted mandatory energy standards for publicly-funded buildings and the voluntary building standards unnecessary. The 114th Legislature accordingly repealed the standards for publicly-funded buildings and the voluntary standards and consolidated elements of both in an amended Energy Efficiency Building Standards Act. Additionally, multi-family buildings of three or more units will be required, as of January 1, 1990, to comply with ASHRAE 90's non-envelope standards, as well as the aforementioned prescriptive standards. The OER has administrative and enforcement responsibilities for this law.

Natural Gas and Coal: Maine's supply of natural gas has always been limited by the relatively small capacity of the natural gas pipeline entering the State from the south. Maine's only natural gas distributor, Northern Utilities, Inc. began using Portland-Montreal petroleum pipeline to import Canadian natural gas into Maine and New England. Deliveries through this pipeline began in early 1988 and reached full volume late in 1988, substantially expanding Maine's natural gas supply. FERC action on the Northeast "Open Season" proposals promises to add more gas to Maine's supplies, via Massachusetts, as early as 1992.

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Solar Energy: Over the past year, solar energy, used in conjunction with energy-efficient building techniques, was one of the most popular subjects among Maine residents asking OER for advice or information. The Office sponsored several tours of solar homes and many workshops explaining how to take advantage of solar energy.

Hydropower: The Office reviewed all hydro-electric licensing applications and commented on them to the Department of Environmental Protection, the Land Use Regulation Commission, and the Federal Energy Regulatory Commission.

Wood: OER continued to actively encourage the safe use of wood and other forms of biomass for energy. The Office worked with the Departments of Conservation and Environmental Protection, and through the Council of Northeast Governors' (CONEG) Regional Biomass Project, on wood energy issues. These included supply availability, wood chip harvests, and the impact of increased harvesting on forest quality. OER continued to encourage the use of residential woodstoves, supplying information on how to use them effectively.

Other Renewable Energy Resources: OER was consulted on energy projects using peat, solid waste, and wind.

The Energy Extension Service (EES): Five Energy Extension Service (EES) agents gave direct assistance to individuals across the State. The agents operate out of regional offices in Presque Isle, Bangor, Augusta, Lewiston, and Portland. During FY 1989, these outreach workers conducted seminars for builders and provided technical assistance on home energy conservation, woodstove safety, and energy standards in buildings. EES agents also conducted presentations on energy issues to community groups, adult education classes, clubs, and schools at all levels—from elementary to college. They assisted small businesses, promoted and conducted home energy audits and conservation programs, led tours of homes which utilize solar energy, demonstrated energy-saving products and technologies at fairs and conventions, and assisted community weatherization efforts. The Energy Extension Service developed and conducted over 200 workshops, conferences, and seminars for homeowners, builders, and real estate licensees during FY 1989.

Additionally, a sixth EES agent acts as staff to the Maine Energy Education Project (MEEP), an innovative public/private partnership working to promote energy education in Maine schools. In 1989, the MEEP School Project Award winning Katahdin High School was selected by the National Energy Education Development Project as the National Energy Education Day Project of the Year.

The Energy Van: OER's mobile display was visited by thousands of people last year. The Energy Van, which contains displays of energy conservation equipment and technologies, visited schools, fairs, festivals, and shopping centers to bring energy information to people throughout the State.

Information Activities: Information activities centered on services to the public. OER's central office answered thousands of requests for information on topics as varied as the use of solar energy, non-utility electric generation, wood burning, building or retrofitting a home to be energy-efficient, fuel prices, and weatherization techniques. In addition to answering questions by telephone and in person, OER distributed over 60,000 energy publications. These were prepared or revised by OER, and contain the latest available information. The Office produced and distributed a quarterly newsletter, the "Maine Energy News," to 8,000 subscribers with known energy interests.

Through the media, the OER attempted to inform the general public of major developments, issues, and trends in energy. Through an agreement with the Maine Association of Broadcasters, six public service announcements for radio and television were produced and scheduled for broadcasting throughout the year. Press releases were issued regularly.

LICENSES, PERMITS, ETC.:

Energy Auditor Certification

PUBLICATIONS:

State of Maine Energy Resources Plan (\$3.00)

Insulation Facts

Energy Conservation Building Standards: Manual of Accepted Practices (\$3.00)

Energy Conservation Building Standards: Narrative (\$5.00)

Hydropower Site Evaluation

Electricity from the Sun

Maine Woodburning Guide

Winners II: Affordable Energy Efficient Solar House Design

Enersave: Energy Saving, Cost-Effective Construction.

NOTE: After December 31, 1989, the Office of Energy Resources will no longer exist. Chapter 501 P.L.

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of 1989, approved June 30, 1989, abolished the Office. Its energy planning and policy functions will be transferred to the State Planning Office and its energy conservation and efficiency programs to the Department of Economic and Community Development.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	575,698	383,973	111,180	80,545		
Health Benefits	34,160	21,852	8,505	3,803		
Retirement	108,106	72,474	20,417	15,215		
Other Fringe Benefits	6,316	3,947	1,440	929		
Computer Services—State	4,366	3,928	438			
Other Contractual Service	291,753	110,530	95,192	86,031		
Rents	16,943	15,422	979		542	
Commodities	23,572	14,185	8,054		1,333	
Grants—Subsidies—Pensions	991,442	4,400	965,708		21,334	
Equipment	38,461	1,413	21,800		15,248	
Interest—Debt Retirement	43		43			
Transfers To Other Funds	38,618		19,008		19,610	
TOTAL EXPENDITURES	2,129,478	632,124	1,252,764		244,590	

GOVERNOR'S BOARD ON EXECUTIVE CLEMENCY

MICHAEL L. RAIR, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Telephone: 289-3531

Established: 1987

Sunset Review: Not Required

Reference: Policy Area: 00; Umbrella: 07; Unit: 102J; Citation: Exec. Order 9 FY 86/87

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: As established by Executive Order 9 FY 86/87 on January 16, 1987, the Governor's Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than once every two months.

ORGANIZATIONS: The Governor's Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The members of the Board are appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Board on Executive Clemency reviews requests for pardons and commutations in order to determine a petitioner's eligibility for a hearing. After each hearing, the Board meets in executive session to discuss each petition and make recommendations to the Governor.

Information on Executive Clemency and petition forms are available from the Pardon Clerk, Office of the Secretary of State, Statehouse Station #101, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

EXECUTIVE DEPARTMENT

FACILITY SITING BOARD

KAREN STRAM, CO-CHAIR
TADE MAHONEY, CO-CHAIR

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6800

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Established: June 29, 1987

Reference: Policy Area: 01; Umbrella: 07; Unit: 532; Citation: 38 M.R.S.A., Sect. 2104

PURPOSE: The Facility Siting Board is created to conduct a site screening and selection process for disposal facilities owned, operated or controlled by the Agency. It shall conduct this process consistent with the waste management plan and 38 MRSA Sec. 2154 and shall make all final decisions on the choice of specific sites for Agency facilities.

ORGANIZATION: The Board consists of 5 members appointed by the Governor, subject to review by the Energy and Natural Committee of the Legislature and to confirmation by the Legislature. The Agency's Office of Siting and Disposal Operations provides staff to the board.

PROGRAM: In May the Board adopted the siting criteria regulations required by 38 MRSA Sec. 2153 as Chapter 450 of the Agency's regulations. This involved working with a small group of volunteers with expertise in the technical and socio-economic aspects of facility siting, holding a public hearing broadcast on the USM ITV network to all parts of the state and three public meetings.

The Board will convene in May, 1991 to receive the report of the Agency on the site screening and selection project and to select a site by the July 1, 1991 deadline established in the law.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to use or expend funds.

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Hall of States, Washington, D.C.

Telephone: 202/393-2854

Mail Address: Hall of States, Suite 382, 400 North Capitol St., Washington, D.C. 20001

Established: 1965

Sunset Review: Not Required

Reference: Policy Area: 00; Umbrella: 07; Unit: 108; Citation: 1965 P & SI Chap. 262

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning all federal-state relations. She/He also serves as director of the State of Maine Washington Office and the liaison to the Maine Congressional Delegation. The Office handles relations with the New England Governors' Conference, the Coalition of Northeastern Governors, the National Governors Association and other national and regional organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,492	89,492				
Health Benefits	6,140	6,140				
Retirement	8,021	8,021				
Other Fringe Benefits	1,117	1,117				
Other Contractual Service	6,501	6,501				
Commodities	5	5				
TOTAL EXPENDITURES	111,276	111,276				

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD H. SILKMAN, CHAIRMAN
CAROL A. MICHEL, DIRECTOR

Central Office: State Planning Office, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. 38, Augusta, Maine 04333

Established: March 19, 1976

Sunset Review: Not Required

Reference: Policy Area: 00; Umbrella: 07; Unit: 102H; Citation: FY 81 Exec. Order 9

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order, which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Commissioner of the Department of Economic and Community Development, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

HIGHLIGHTS OF ACTIVITIES

The Council continued to assist in coordination and policy development regarding the State's involvement in federal hydropower proceedings; in the State's Groundwater Protection Strategy, and in the Study of Flood Control.

GROUNDWATER: Management of the State's ground water resources continued to be a major focus of the Council's policy formulation activities. Since the late 1970s, Maine has made tremendous strides in identifying and responding to ground water pollution problems, eliminating threats to public health from ground water contamination, and gaining a better understanding of the character of the State's vital ground water resources.

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The Ground Water Standing Committee first met in June 1985 and has six subcommittees that focus on selected tasks: Resource Use, Resource Protection, Ground Water Classification, Health Risk Assessment, Interagency Coordination, and Ground Water Education. Representatives from various industrial and trade associations and public advocacy groups with ground water interests serve on these subcommittees as well as state agency representatives.

A State Ground Water Coordinator staffs the Standing Committee, advises the subcommittees, and coordinates the overall implementation of State ground water policy and policy development efforts. Critical to the accomplishment of various recommendations has been hiring of four new professional staff, in addition to the State Groundwater Coordinator: a senior geologist at the Department of Environmental Protection, a hydrologist at the Department of Human Services, and two geologists at the Maine Geological Survey. These personnel enable the State to better accomplish its ground water protection goals.

In FY 90, the Maine Wellhead Protection Program became one of the first programs in the country to receive U.S. Environmental Protection Agency approval.

The Maine Groundwater Management Strategy addresses ten areas of groundwater management, as suggested by the National Groundwater Policy Forum and the U.S. EPA: 1) program coordination; 2) research; 3) classification; 4) data management; 5) contamination controls; 6) compliance evaluation and enforcement; 7) technical assistance; 8) emergency response; 9) education; and 10) public involvement. The appropriate members of the Council concur with the Strategy as the groundwater program of the state. The six groundwater agencies in Maine will implement the Strategy through appropriate administrative and legislative means.

WATERFLOW: In 1983, the Council's special Water Flow Management Committee reported a series of findings and recommendations to improve the State's existing flood prediction, response, and prevention programs and policies.

As a result of the Water Flow Management Committee's recommendations, the U.S. and Maine Geological Surveys have formed a permanent Water Flow Advisory Committee. This Committee, consisting of representatives from State and federal agencies and major dam operators throughout Maine, meets semi-annually to exchange information on precipitation, snow pack, and seasonal storage levels, to discuss flooding potentials; to issue a seasonal flood advisory; and to plan for measures to abate excess flows.

The Committee also recommended an in-depth analysis of the Kennebec River watershed as a prototype for similar studies of other rivers.

After the 100-year flood of April 1987, the U.S. Army Corps of Engineers received funding for four flood control studies on the Kennebec, Androscoggin, Saco, and Penobscot Rivers. State oversight was provided by the Committee.

Data Management. The Data Management Committee was established by the Council to address what all member agencies agree is a critical problem in natural resources policy implementation and coordination: the gathering, organizing, and dissemination of data necessary to guide policy and decision making. A groundwater data index was implemented in 1988-89 to serve as a source of current information on availability, location, and format of groundwater data in the State. The index serves as a "road map" to groundwater data, but does not store data.

HYDROPOWER: By Executive Order, the Council has established a process for coordinating state agency comments to the Federal Energy Regulatory Commission (FERC), on its notices of preliminary permits and licenses for hydropower projects. The Council established a Standing Committee to administer this procedure and to assure effective communication among the affected agencies.

Enactment of the Maine Waterway Development and Conservation Act in 1983 resulted in the consolidation of State hydropower permitting authority under the DEP and LURC. Because of the potential for conflict between the State hydropower permitting decision and the FERC licensing action, the importance of the Council's coordination procedure expanded to assure a consistent assertion of a single State position before FERC.

The FERC Coordinating Committee has recently been charged by the Council with coordinating and developing State policy on the pending federal relicensings of many of the State's major hydropower facilities. This promises to be a major undertaking over the next few years. The Committee produced a volume of state agency hydropower policy statements in 1988.

In 1987, Maine received FERC acceptance of its comprehensive hydropower plan as a guide for federal hydropower licensing decisions.

A report providing basic information on hydropower potential at sites in Maine without existing dams was completed in 1989. No prior analysis of the raw hydropower potential based on topographic hydrologic conditions had been undertaken.

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PUBLICATIONS:

A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee
Maine State Agency Hydropower Policy Statements
Maine Wetlands Conservation Priority Plan
The Planning Process for Local Groundwater Protection
Maine Groundwater Data Management Study Phase II: Evaluation of Groundwater Data Management Systems
Maine Groundwater Management Strategy—June 1989
Feasibility Study of Maine's Small Hydropower Potential—January 1989
Maine Hydropower and Relicensing Status Report—January 1989
Protecting Prime Sites for Water Dependent Uses—March 1989
State Groundwater Data Management System—Phase I Study—January 1987

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

CHERYL LEEMAN, CHAIRMAN
DANA CONNORS, Liaison

Central Office: Statehouse, Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Telephone: 289-3531

Established: 1979

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 07; Unit: 102S; Citation: Exec. Order 11 FY 79

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of thirteen members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, Maine Association of Regional Councils, and Maine Association of Assessing Officers. Six other members are appointed for two year terms by the Governor. The Executive Director of the Maine Municipal Association serves as ex-officio. The council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, the level of state-local funding, and the status of various programs of local concern.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

STATE PLANNING OFFICE

RICHARD H. SILKMAN, DIRECTOR

Central Office: 184 State Street, Augusta

Telephone: 289-3261

Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1968

Sunset Review Scheduled to Start by: June 30, 1991

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 42

Legislative Count: 25

Organizational Units:

Natural Resources Policy Division
Economics Division

Policy Coordination and
Management Division

PURPOSE: The State Planning Office is responsible for functions which include research, analysis and the formulation, coordination, and management of policy. The State Planning Office assists the Governor and other state agencies in the development of economic, energy, fiscal and regulatory policy; the management of the State's natural and physical resources; the identification of issues and problems of long-term significance to the State; and the coordination of state policy and its implementation on issues of interagency concern.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975, coordination of state responses to the Federal Energy Regulatory Commission hydropower relicensing process in 1987, and administration of the Land for Maine's Future land acquisition program in 1987. Other organizational activities assigned by Executive Order or designation by the Governor are the Land and Water Resources Council, Maine-Canadian trade analysis, federal activities impact coordination, and Coastal Energy Impact Program administration.

In 1989, the Office of Energy Resources was abolished and its energy planning responsibilities were transferred to the State Planning Office.

PROGRAM: The mission of the State Planning Office is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts. The Office also administers the Maine Coastal Program under the Federal Coastal Zone Management Program, the Maine Critical Areas Program and the Land for Maine's Future Fund.

Policy Coordination and Management Division. The Policy Coordination and Management Division directs the development and coordination of major policy initiatives as requested by the Office Director or Governor, coordinates planning and policy implementation among the state agencies, and provides general management services to the Office. The Deputy Director serves as the division director.

The Division is responsible for staffing the Land and Water Resources Council including the development of a groundwater strategy and coordination of the hydropower permitting process. Principal policy work during the past year focused on developing the Governor's solid waste legislative initiative and the Commission on Maine's Future. Management functions include legislative affairs, budget, accounting and personnel.

Economics and Energy Policy Division. The Economic and Energy Policy Division conducts and coordinates short- and long-term state economic and energy policy development and analysis. The Division also provides a variety of technical information services for use by the Governor, Legislature, state agencies and the public.

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Chapter 501 of the Laws of 1989 divided the responsibilities of the former Office of Energy Resources between the State Planning Office and the Department of Economic and Community Development. Consequently, the Economics Division has added energy policy to its responsibilities.

Economics Unit. The Economics Unit monitors the condition of the Maine economy and conducts analysis of the economic structures and dynamics of the State. The Unit regularly publishes the *Quarterly Economic Report* on the condition of the Maine economy and the *Retail Sales Quarterly* containing detailed information on retail sales throughout the state. In addition, the Unit publishes an annual review and outlook of the Maine Economy. More detailed analysis of Maine economic policy issues are published on a sporadic basis. Finally, the Economics Unit maintains and develops economic models for short- and long-range economic forecasting.

Additionally, this unit coordinates the Intergovernmental Review, a federal project review mechanism which replaced the A-95 Review process. Projects reviewed include grant applications from State and non-State applicants, federally required State plans, and direct federal development projects, including Environmental Impact Statements and notices of U.S. Government Surplus Property. Review coordination was accomplished through the publication of a bi-weekly bulletin.

Energy Unit. The responsibilities of the Energy Unit include the development of policies to guide the wise development of Maine's energy resources, including the preparation of the Maine Biennial Energy Plan, and a regular fuel price survey. In addition, the Unit administers the allocation of oil overcharge funds, represents Maine in energy-related regional and national policy organizations, and develops and administers the emergency fuel allocation program during an energy emergency.

Special projects with which the Division has been involved include an analysis of projectivity in the Maine economy, coordination of the interagency staff groups of the Marine Infrastructure Task Force and the Governor's Rural Development Committee, coordination of Maine's participation in the CSPA Rural Policy Academy, chairing the Governor's Task Force on Home Heating Oil Prices and guiding Maine's response to fuel oil and propane shortage of the Winter of 1989/90.

The *Natural Resources Policy Division* performs natural resource policy analysis and coordinates natural resources policy planning within State government. The Division is headed by a director and consists of a multi-disciplinary staff focusing on diverse issue areas. Basic program areas are: coastal management, marine policy, critical areas, land acquisition and policy development and analysis of the State's natural resources.

Natural resources policy analysis includes examination and study of specific issues as directed by the Governor or Legislature and as requested by other agencies. During the fiscal year major policy research and planning topics included nonpoint source pollution, lake management, aquaculture, esutarine management, public access, river management, and outdoor recreation. In FY 90, the Division, in cooperation with other agencies, completed a comprehensive plan for Moosehead Lake..

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past 12 years, Maine has received an annual grant from the U.S. Department of Commerce's Office of Ocean and Coastal Resources Management; FY 90 annual grant was \$1.8 million. The State Planning Office provides a focal point for coastal issues and coordinates the coastal activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 90 to address various public policy issues of Statewide significance. For example, the Program provided funds to the Maine Department of Environmental Protection (DEP) to support nine staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Examples of other issues addressed through special projects include the development of public assistance announcements to raise public awareness concerning growth in the State. The Coastal Program also coordinates annual Coastweek events including a successful voluntary beach cleanup program.

In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects

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related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people. Coastal funds for local waterfront acquisition and improvements were available to coastal communities for the first time in 1986. In FY 90, Coastal funds were used with Land for Maine's Future funds to acquire public access to the Maine coast.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

Under auspices of the Coastal Program and with federal funding support, in FY 88 the SPO launched a Gulf of Maine Initiative comprised of four parts: development of a Gulf of Maine Agreement on environmental matters among the Gulf of Maine states and provinces; organization of a Governors and Premiers Gulf of Maine conference; production of a Gulf of Maine Environmental trends and conditions report; and development of a multilateral Gulf of Maine environmental monitoring program. Natural Resources Policy Division staff served to facilitate this work through a Gulf of Maine Working Group composed of representatives from Maine, New Hampshire, Massachusetts, New Brunswick and Nova Scotia.

In FY 90, a conference—"The Gulf of Maine: Sustaining Our Common Heritage"—organized by SPO, discussed Gulf issues and served as the venue for the signing of an "Agreement on Conservation of the Marine Environment of the Gulf of Maine" by the bordering states and provinces. The Agreement established a Gulf of Maine Council of the Marine Environment and calls for a Gulf of Maine Action Plan being completed by SPO staff in cooperation with state, provincial and national agencies.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, many of which are available from the State Data Center.

- State of Maine Economic Report—bi-monthly
- Natural Resources in Maine's Economy—1986
- The Geology of Maine's Coastline—1983 (\$5.00)
- The Gulf of Maine: Sustaining Our Common Heritage
- The Gulf of Maine: Conference Proceedings
- Comprehensive Land Use Plan for the Moosehead Lake Region
- Maine's Finest Lakes: The Results of the Maine Lakes Study
- An Analysis of Winter 1989-1990 Heating Oil Prices
- The Productivity Imperative and the New Maine Economy
- The Maine Economy: Year End Review and Outlook, 1989
- An Update of the Economic Impact of the Closing of Loring Air Force Base
- The Maine Economy: A Forecast to 1995
- Public Access to the Maine Coast—August 1986
- The Penobscot Bay Conservation Plan—March 1987
- Maine Retail Sales Quarterly Report
- Standard Geographic Code for Minor Civil Divisions — 1982
- Guide to Federal Consistency
- Costal Choices: Deciding Our Future — 1988
- Coastlinks: A Resource Guide to Maine's Marine-Related Organizations — 1988
- Land Use and Cumulative Impacts of Development: A Study Summary — December 1987
- An Interim Handbook on Coastal Policies, Laws and Activities — February 1988
- Final Report on the Proposed Purchase of Power from Hydro-Quebec
- The U.S.-Canada Free Trade Agreement: Its Effects on Maine
- Report of Governor John R. McKernan, Jr.'s Tax Policy Study Commission
- Maine Coastal Program: The First Decade and Beyond
- State Nuclear Safety Report—March 1989
- Implementation of Maine's Coastal Policies 1986-1988—January 1989
- Charting Our Course—June 1989
- A Dredge Management Study for Maine—Reprinted March 1989

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FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,072,969	782,969	39,941		250,772	
Health Benefits	86,779	63,927	3,362		19,490	
Retirement	189,812	133,254	7,785		48,773	
Other Fringe Benefits	10,687	7,964	714		2,009	
Computer Services—State	10,271	10,271				
Other Contractual Service	394,067	162,434	31,816		199,817	
Rents	23,972	13,078	7,260		3,634	
Commodities	28,662	19,158	2,254		7,250	
Grants—Subsidies—Pensions	349,969	17,773			332,196	
Purchases of Land	70,000				70,000	
Buildings and Improvement	9,699				9,699	
Equipment	50,495	8,192	6,313		35,990	
Transfers to Other Funds	48,026		9,981		38,045	
TOTAL EXPENDITURES	2,345,408	1,218,307	109,426		1,017,675	

LAND FOR MAINE'S FUTURE BOARD

RICHARD H. SILKMAN, CHAIRMAN
JAMES R. BERNARD, COORDINATOR

Central Office: State Planning Office, Augusta
Mail Address: Statehouse Sta. 38, Augusta, Maine 04333

Telephone: 289-3261

Established: November, 1987

Reference: Policy Area: 00; Umbrella: 07; Unit: 113; Citation: 5 M.R.S.A., Chapter 6202

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Land for Maine's Future Board is to administer a \$35 million bond fund to acquire land of state significance representing Maine's heritage of recreational and conservation use.

ORGANIZATION: The Board was created by referendum in November 1987 to acquire land over a four-year period. The Board overseeing the fund consists of eleven members (5 MRSA Chapter 353 §6204), six of whom are private citizens and five of whom are state agency commissioners. State agency membership consists of the Director of the State Planning Office, the Commissioner of the Department of Agriculture, Food & Rural Resources, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Conservation, and the Commissioner of the Department of Inland Fisheries & Wildlife.

PROGRAM: The Board has been meeting monthly since February 1988 and has a monthly newsletter *Gaining Ground*. The Board was charged to complete, by June 1988, an assessment of the State's public land acquisition needs. The needs assessment was composed of five parts: public participation/outreach; a review of data bases significant to acquisition; an assessment of communications from Maine citizens to the Board; creation of a map of state public lands; and a summary of existing acquisition programs.

Nine workshops were held around the state in April and May 1988 to better determine the interests and needs of the public. A questionnaire for workshop participants was developed and the results entered into a data base.

The Board also created the first set of maps of state and federal conservation ownership in Maine by March 1989.

By September 1988, the Board successfully met the legislative mandate of developing a land acquisition strategy and guidelines.

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All land acquired is to be of State significance and contain:

- recreation lands;
- prime physical features of the Maine landscape;
- areas of special scenic beauty;
- farmland or open space;
- undeveloped shoreline;
- wetlands;
- fragile mountain areas;
- habitat for plant or animal species or natural communities considered rare, threatened or endangered; or
- lands providing public access to recreation opportunities on the lands listed above.

A scoring system has been devised to enable LMFB to decide the priority for acquisition among proposals. The scoring system assigns points according to the relative values of five criteria: the naturalness of the land; the accessibility of the land; proximity of other state lands; land category-significance and need; and multiple values.

Based on the needs assessment process, the priorities of the LMFB continues to focus on water access lands and lands supporting vital ecological or conservation functions and values. Coequal with the lands above are recreational lands, especially those lands offering hunting and fishing opportunities or trail corridors.

Acquisition Summary: In December 1989, the Board voted to revise its 1988 to obligate \$2.06 million of the acquisition fund toward the purchase of 1,041 acres in the **Kennebunk Plains**, a sand plain grassland bordered by pitch-pine-scrub oak woodland. Matching funds and in-kind contributions were received from Coastal Blueberry Service, Maine Department of Inland Fisheries and Wildlife, the Kennebunk-Kennebunkport-Wells Water District, Ramanascho Land Trust, and the Kennebunk Conservation Commission.

In March 1989, the Board acquired 497 wooded acres and over 7000 feet of coastal water frontage known as **Dodge Point** on the western shore of the Damariscotta River in Newcastle for \$2.35 million. The matching funds came from the Damariscotta River Association and the Maine Coastal Program. The Bureau of Public Lands holds title and manages the property.

In August 1989, the Board obligated \$525,000 toward the \$560,000 purchase of **Shackford Head** in Eastport, a headland offering spectacular views of Cobscook Bay and having two and one half miles of undeveloped shoreline. Matching funds were received from the Maine Coastal Program.

In November 1989, the Board obligated \$750,000 to purchase **Mount Kineo** in Moosehead Lake. The unique physical feature of this Maine landscape has great historical and ecological significance and is managed by the Bureau of Parks and Recreation.

In November 1989, the Board obligated \$822,125 toward the \$857,125 purchase of 100 acres and 300 front feet of undeveloped natural sandy/travelly beach in the town of Stockton Springs known as **Sandy Point Beach**. Matching funds were provided by the Maine Coastal Program. Management of the property since February 1990 has been undertaken by the Stockton Springs Development Corporation under an agreement with the titleholder, the Bureau of Parks and Recreation.

In November 1989, the Board obligated \$2.5 million to acquire 2,100 acres and over 4.5 miles of pristine, wilderness rocky **Cutler Coast**. Management of the sea arches, cobble beaches, sheer cliffs and unusual volcanic rock formations on the property since January 1990 has been undertaken by the Bureau of Public Lands.

In January 1990, the Board voted to acquire **Tide Mill Farm**, a property with over five miles of shoreline on Cobscook Bay, by approving a 1520-acre conservation easement and a three acre purchase for \$1.075 million. The Board also voted to acquire **Commissary Point**, a coastal property adjacent to Tide Mill Farm with over two miles of shoreline by approving a 200-acre purchase and a 50-acre easement for \$515,000. The Department of Inland Fisheries and Wildlife has managed the properties since April 1990.

In February 1990, the Board voted to approve the purchase of the development rights to the 307-acre **Alice Wheeler Farm** in Richmond and Bowdoinham for \$380,000. The first-of-its-kind-in-Maine purchase of development rights to the working dairy farm allows Alice Wheeler to continue to own and farm the land, but not allow the land to be developed or subdivided.

In June 1990, the Board voted to obligate \$11.715 million toward the purchase of nearly 40,000 acres of woodlands, wetlands and waterfront composed of seven properties to be acquired from Diamond Occidental Forest, Inc. and the James River Corporation offered to the State at a bargain sale price of \$13.1 million, historically the largest single purchase of land by the State. Under an agreement negotiated by The Nature Conservancy acting on behalf of LMFB for this unique package of significant lands, the National Park Service contributed \$1.376 million to purchase 1,820 acres along a stretch of Appalachian

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Trail corridor contained in the Nahmakanta Township property. In addition, Diamond Occidental contributed \$200,000 to the Department of Conservation to assist in the long-term management of these properties. Closing was held in October 1990.

The centerpiece of the acquisition package is the 31,512 acre parcel surrounding **Nahmakanta Lake**, including all of Township T1 R11 and the lower third of Rainbow Township and includes scenic terrain southwest of Baxter State Park and 24 lakes and ponds, and a twelve-mile stretch of the Appalachian Trail corridor. The Bureau of Public Lands holds title to and manages this parcel.

A second significant parcel of land is the 2,262-acre wooded property along the **Androscoggin River** in Turner and Leeds. The riverfront, proposed for acquisition by the Board by the Androscoggin Riverlands Preservation Council, a locally-organized conservation group, is of interest to the greater Lewiston-Auburn community as a prime open space and as a recreation area for hunting, fishing, boating and nature study. Twelve miles of shoreline habitats protected by the State purchase will continue to be available for public recreational use. The Bureau of Parks and Recreation holds title to this property that is only five miles from Auburn.

In eastern Penobscot County, two outstanding tracts of river and stream habitats and their associated wetlands are included in the acquisition package. Over 4,119 acres of floodplain wetlands, swamps and forests along 15 miles of the **Mattawamkeag River** and tributaries are owned by the Maine Department of Inland Fisheries and Wildlife. Along the **Mattagodus Stream**, a 1,425-acre tract along four miles of this tributary of the Mattawamkeag includes one of the most unique wetland plant communities in New England.

In southern and southwestern Maine, three smaller parcels have been included as part of the deal with Diamond Occidental:

- A 300-acre tract of land in Waterboro includes a mile of frontage on the **Little Ossipee River** and is adjacent to an 1,100-acre endangered pine barrens community under option for purchase by The Nature Conservancy. This land is held by Inland Fisheries and Wildlife.
- On **Sabattus Mountain** in Lovell, a 90-acre tract includes a major portion of the mountaintop and popular hiking trail to the summit. This land is held by the Bureau of Parks and Recreation.
- Finally, a 64-acre parcel has been added to **Little Concord Pond** owned by the Bureau of Parks and Recreation in Woodstock. The land is on the slopes of Speckled Mountain in Peru.

In June 1990, the Board voted \$650,000 to fund the purchase of 1,072 acres of mixed woodland and significant meadow areas in the town of Raymond, known as **Morgan Meadow**. The property will be held by the Department of Inland Fisheries and Wildlife and will continue to be an important recreational area for hunters, nature enthusiasts and passive recreational users 20 miles from Lewiston-Auburn and Portland.

Through October 1990, some 45,831 acres of land including nearly 94 miles of shorefrontage had been acquired by the obligation of \$23,533,957 from the \$35 million Land for Maine's Future Fund. Cash matching funds in the amount of \$1,117,748 have been received from state, federal, municipal, and private sources as well as \$580,000 in matching property and \$495,000 in-kind or cash contributions toward management enabling the Board to significantly extend the impact of the bond funds.

The Board has obligated or spent \$253,359 undertaking associated appraisals of property, surveys of land, environmental tests, legal services, archeological surveys, and access improvements. Under a provision of the LMFBC companion legislation allowing the expenditure of up to 5% of the appraised value of any property acquired for access improvements, the Board has reserved an additional \$701,900 to enhance access. Obligations and reservations from the fund total \$24,234,877.

A Biennial Report to the Legislature was completed in February 1990 detailing the Board's actions.

PUBLICATIONS:

Land for Maine's Future Fund Strategy & Guidelines for Acquisition—September 1988, revised August 1990.

Land for Maine's Future Fund Proposal Workbook—September 1988, revised May 1989.

Maine Land in State and Federal Conservation Ownership—A Guide to the Maps—May 1989.

Land for Maine's Future Board Biennial Report—February 1990, updated August 1990.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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LAND FOR MAINE'S FUTURE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	33,327					33,327
Purchases of Land	8,798,015					8,798,015
TOTAL EXPENDITURES	8,831,342					8,831,342

MARINE RESEARCH BOARD

JAMES A. STORER

Central Office: Augusta, Maine

Telephone: 289-3703

Mail Address: Statehouse Sta. #147, Augusta, Maine 04333

Established: July, 1989

Sunset Review: Not Established

Reference: Policy Area: ; Umbrella: 94; Unit: 522; Citation: 5 M.R.S.A., Sect. 13127 et seq.

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The Marine Research Board was established in 1989 by the 114th Legislature to identify basic and applied marine research needs within the Gulf of Maine of interest to the state and to develop a competitive grants program to address those needs. The board will also foster cooperation between marine research agencies and institutions to efficiently carry out marine research. The Board's focus will be on basic and applied scientific research rather than technological development or technology transfer.

ORGANIZATION: As provided by 1989 Public Law #529, the Board is a functional unit within the Maine Science and Technology Commission. The Board is composed of 13 members. The membership includes one representative of the University of Maine System, one representative of the Association for Research in the Gulf of Maine, one representative of nonprofit environmental organizations, one representative of independent higher education institutions, 2 representatives of the scientific community, and 2 representatives of marine resource industry. Serving ex-officio are the Commissioners of the Departments of Conservation, Environmental Protection, and Marine Resources, and the Directors of the State Planning Office and Sea Grant. Members of the Board are nominated by the Governor and require confirmation by the Legislature; the Chair of the Board is annually appointed by the Governor. Board members are appointed for 3-year terms and may not serve for more than 2 consecutive terms.

The enabling legislation provided funds to hire a clerk typist II. Staff support for the Board is provided by the Maine Science and Technology Commission staff.

PROGRAM: Although the enabling legislation of the Board became law on July 8, 1989, Board members were sworn in on May 11, 1990 at the Board's initial meeting. As such, the Board has begun the process of developing strategies to implement legislatively mandated activities. In addition to prioritizing marine research needs, other mandated activities, subject to availability of funds, include a bibliography of marine research relevant to the Gulf of Maine, identification of research facility needs, sponsorship or hosting of conferences or publication of periodic reports relating to marine research, and the competitive marine research grants program.

The Board is in the process of identifying marine research needs of relevance to the state. These needs and other priorities will be part of the priority research statement and action plan document to be submitted to the Governor and the Legislature by January 1, 1991, as required by law.

FINANCES, FISCAL YEAR 1990: 5 MRSA, Sect. 13127 et seq. provides that expenditures of this unit, which amounted to \$23,449 in FY 90, shall be borne by Maine Science and Technology Commission.

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OFFICE OF PLANNING

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 07; *Unit:* 310; *Citation:* 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 2

Legislative Count: 216

PURPOSE: The Office of Planning was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION: The Office of Planning's responsibilities include the preparation of the State Solid Waste Management and Recycling Plan and its bi-annual update; research and analysis of recycling and disposal issues; planning and policy development; program coordination; monitoring state and federal legislative affairs; and data management.

PROGRAM: The State Waste Management and Recycling Plan was prepared and adopted by the Office of Planning on July 5, 1990 with the involvement of the general public through hearings held throughout the State; the Waste Management Advisory Council; and the Bureau of Solid Waste Management in the Department of Environmental Protection.

PUBLICATIONS:

1. "Camping and Waste Reduction." A flyer of waste reduction tips for campers.
2. *Citizen's Guide.* Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities.* A sampling of waste reduction activities for grades K-12 (100 pages)
4. *Commonly Asked Questions About Plastics.* A plastics primer on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. "Maine Recycles" bumper stickers.
6. *Model Graphics.* Includes: reproducible clip art and posters; and guidelines for promoting recycling and waste reduction efforts. (16 pages)
7. *Municipal Information.* Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
8. *Promotion and Information.* Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
9. *Recycling Guide for Your Office.* Basic information on waste reduction and recycling programs in the office place. (13 pages)
10. *Recycling Market and Resource Directory.* Includes: Maine brokers and processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled paper products; and listing of municipal and commercial recycling programs in the state. (50 pages)
11. *State of Maine Waste Reduction and Recycling Plan.* Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (96 pages)
12. *Developing and Implementing a Mandatory Source Separation Ordinance.* Points to consider when drafting mandatory recycling ordinance for your community. (8 pages)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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OFFICE OF PLANNING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70,489		70,489			
Health Benefits	3,397		3,397			
Retirement	12,810		12,810			
Other Fringe Benefits	863		863			
Computer Services—State	90		90			
Other Contractual Service	26,506		26,506			
Rents	21,672		21,672			
Commodities	7,155		7,155			
Equipment	23,928		23,928			
Transfers to Other Funds	3,058		3,058			
TOTAL EXPENDITURES	169,968		169,968			

(OFFICE OF) PUBLIC ADVOCATE

STEPHEN G. WARD, PUBLIC ADVOCATE
WILLIAM C. BLACK, GENERAL COUNSEL

Central Office: State Office Bldg., Augusta; *Floor:* 7, Room 705
Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Telephone: 289-2445

Established: June 19, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 413; *Citation:* 35-A M.R.S.A. §1701

Average Count—All Positions: 7

Legislative Count: 3

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate's office are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts, and to represent the public in matters relating to workers' compensation insurance rate proceedings before the Superintendent of Insurance and the courts.

The major matters in which the office has been involved in the twelve months ending June 30, 1990 have included: three major electric rate increase requests (two from Central Maine Power, one from Bangor Hydro-Electric), a hydro-electric dam certificate proceeding, a workers' compensation premium level increase case, consideration of a proposal from New England Telephone for trials of Caller-ID service, convening and staffing, the Blue Ribbon Commission on Energy Use by Maine's Low-Income Citizens and a contract for disposal of low-level radioactive waste generated in Maine and the Rocky Mountain Compact at a disposal facility in Nevada.

Finally, we have been active before the Utilities, Energy and Natural Resources, Banking and Insurance and other committees of the legislative in presenting our perspectives on energy, insurance and radioactive waste disposal issue.

SIGNIFICANT ACCOMPLISHMENTS: Our major accomplishment has been to provide professional representation of consumer interests before the Public Utilities Commission and the Bureau of Insurance through the efforts of a small and experienced staff. In the twelve months ending June 30, 1990 our specific achievements include:

1. *1990 Bangor Hydro-Electric Rate Case.* In March 1990, Bangor Hydro filed for a 7.3% increase in its revenues. The Public Advocate intervened in the proceeding and hired three experts to assist in challenging the amount of the proposed increase. Our concern about the proposed increase was based on the fact that the present level of Bangor Hydro's residential electric rates is already high and that Bangor Hydro has also requested a sizeable increase in its fuel clause adjustments. If both types of requests were granted the combined increase would be 31.5% in 1991 and 50% by 1992.
2. *1991 Central Maine Power Rate Case.* We attended technical conferences on June 12 and June 19 at which CMP personnel presented the rationale for the Company's proposed \$58.5 million

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increase in base rates (effective March 1991) and responded to questions from attorneys and consultants for the intervenor parties. We will be assisted in this case by expert witnesses on two key aspects of CMP's request: the proper level of PUC-authorized return on investment for CMP's shareholders and; the necessity for any recovery from ratepayers of revenues relating to future earnings attrition. Initial hearings in this case have been set for August 1990.

3. *1990 Central Maine Power Rate Case (Rate Design)*. At hearings during the week of June 25, we cross-examined six CMP and intervenor witnesses each of whom sponsored recommendations on the allocation of CMP's revenue requirement among the customer classes. In this proceeding, our primary interest has been to protect residential customers from unacceptably large increases while still ensuring that residential rates at least partially reflect the actual cost of service. The PUC is expected to decide in September exactly how CMP's revenue requirement will be divided up among classes.
4. *Maine Yankee Decommissioning Plan*. As required by statute, Maine Yankee Atomic Power Company sought PUC approval for its plan to collect \$178 million over the next twenty-years to finance the dismantlement of its Wiscasset power plant. The Public Advocate participated in discovery and negotiations concerning the reasonableness of Maine Yankee's current \$9.1 million annual collection of decommissioning funds. The PUC Staff challenged Maine Yankee's claim that the state's decommissioning statute may be pre-empted by the Federal Power Act. We argued that, while the proper forum for addressing this issue is FERC in Washington (as both the PUC and our office have done in three successive wholesale rate cases dealing with Maine Yankee's decommissioning rate), there need not be any inconsistency between PUC-approved and FERC-approved decommissioning rates.

In its order the PUC rejected our arguments concerning the risk of pre-emption and ordered Maine Yankee to collect funds as recommended by the Staff. Maine Yankee has appealed that order. The appeal will be argued before the Law Court in the fall of 1990.

5. *Workers' Compensation Insurance Rate Proceeding*. In late 1989 and the first four months of 1990, the Public Advocate played an active role in opposing the request by the National Council on Compensation Insurance (NCCI) for a 26% increase in workers' compensation insurance rates. After the NCCI submitted its filing in December, we hired three expert witnesses to provide consulting advice and testimony in the proceeding. Our actuarial witness and financial analyst rebutted a series of important issues raised by the NCCI filing and recommended that the Superintendent of Insurance reduce insurance rates by at least 6%.

We also filed eight reports that reviewed and criticized the claims practices of eight of the major carriers in the Maine workers' compensation market. The reports were performed by a consulting firm with expertise in claims handling that reviewed a sample of approximately 260 claims. The firm found that the claims handling of one of the carriers was excellent; two good; one mediocre; and two "absolutely unsatisfactory." In testimony before the Superintendent, the consultant also stated that the firm had found that, when setting reserves, the eight carriers did not take into account the significant savings generated by the 1987 benefit reductions.

6. *1989 Central Maine Power Rate Case*. After filing the testimony of our experts and after winning an important battle about rate-making methodology, the Public Advocate, the PUC staff and several industrial intervenors joined CMP in a stipulation of the Company's \$61.5 million rate case.

In May 1989 CMP had requested a \$41.5 million increase effective March 1, 1990, and a "second phase" increase of \$20 million effective in October 1990. The second phase represented the costs associated with CMP investments in the Lewiston Falls hydro-electric facility and in NEPOOL's purchase of power from Hydro-Quebec. After reviewing the Company's filing we submitted a motion to strike the Company's \$18 million attrition adjustment. We were joined by the PUC staff and, after submission of memorandum and oral argument before the PUC, our motion to strike was granted, eliminating recovery of \$18 million from CMP ratepayers.

Also, the PUC bifurcated its consideration of the case. Issues concerning CMP's rate design were separated out and given a separate, longer schedule. (See Paragraph 3 above.)

After a sizeable amount of discovery, our three expert witnesses, jointly recommended that CMP receive a \$200,000 rate increase. The reduction from CMP's \$41.5 million request was explained by our experts' recommendations that CMP's return on equity should be set at 11.75%, rather than the 14% return requested by CMP, and by significant reductions in tree trimming, payroll and conservation program expense from the levels requested in CMP's filing. With respect to CMP's request for a further \$20 million increase in non-fuel revenues, our revenue

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witness recommended that no action be taken pending final cost estimates for the Lewiston Falls and NEPOOL Phase II projects.

After hearings on rebuttal and surrebuttal testimony, the parties to the proceeding agreed to a stipulation under which CMP was allowed to increase its revenues by \$20 million in January 1990 and then, in a second phase, by an additional \$19 million in September 1990. Some of the controversial issues in the case were not resolved and instead were continued for resolution in the rate case that CMP filed at the end of May 1990. (See Paragraph 2 above.)

7. *Bangor Hydro—Hydro-electric Dam Cases.* In November 1989, Bangor Hydro-Electric Company filed three separate petitions for approval of its proposed hydro-electric generating facilities to be built at Basin Mills, Milford and Veazie on the Penobscot River. We have intervened in the proceeding. Because conservation resources and bio-mass generation receive a higher priority under Maine law than do hydro-electric resources, we have engaged two expert witnesses to advise us on these aspects of the case.

In June 1990, seven days of hearings were held at the PUC during which seven Bangor Hydro witnesses were cross-examined on the cost effectiveness of constructing the three new dam expansions. A great deal of time has been spent examining the Company's energy conservation and demand-side management programs. Our testimony was filed at the beginning of July 1990. A final decision in the case was expected in January 1991.

8. *NET Caller ID Proposal.* In March the Public Advocate learned that NET planned to introduce a new, controversial service known as "Caller ID" to Maine. Caller ID allows a call recipient to view on a display device the number of a calling party before the recipient answers the call. Concerns regarding Caller ID in other states include: loss of privacy, chilling effect on confidential communications, disruption of investigatory work for law enforcement agencies, loss of customer choice, and most importantly, contravention of state and federal privacy and wiretap statutes. On April 5 we organized a meeting between NET, the PUC and interested parties to discuss a Caller ID trial in Portland this fall.
9. *Investigation of AT&T Overcharges.* At the request of a consumer in Rockland, in April 1989, the office undertook an investigation (jointly with the Attorney General) of possible AT&T overcharges during 1987. On December 19, 1989, we completed the investigation following extensive analysis of PUC tariffs, meetings with AT&T personnel and with state government officials involved in the repeal of Maine's gross receipts tax on interstate telephone calls. Our analysis indicated that AT&T actually undercollected in rates the costs necessitated by Maine's interstate telephone taxes and that, consequently, Maine consumers were not overcharged.
10. *Blue Ribbon Commission on Energy Policy for Maine's Low-Income Citizens.* In late 1989 the Governor appointed a panel of 17 people to serve as the Blue Ribbon Commission on Energy Policy for Maine's Low-Income Citizens. The panel included representatives from the state's oil dealers and electric utilities, a banker, state agency directors, a CAP agency director and low-income advocates. It was directed to complete its work in mid-November 1990.

On June 15, Public Advocate Ward convened the fourth meeting of the panel to consider a range of policy recommendations designed to enable low-income Mainers to afford a greater percentage of their household energy requirements, particularly during the heating season.
11. *Low-Income Electricity Rate.* In May 1990, because of the lack of federal or state funding to make up for Reagan-era cutbacks in the size of Maine's average fuel assistance grant, the Public Advocate started discussions with Central Maine Power Company concerning a two-year trial of a low-income electricity rate. If adopted, the trial would generate data for the PUC, state policymakers and legislators regarding the savings on collection costs, reductions in unpaid bills and the increase in affordable electricity which would result from such a rate. CMP is still examining this proposal.
12. *Contract with the Rocky Mountain Compact for Disposal of Low-Level Radioactive Waste.* In the early summer of 1989, the Public Advocate negotiated a contract with the Rocky Mountain Compact for the disposal of low-level radioactive waste generated in Maine. That contract was signed by the Governor and then approved by Maine's voters on November 7, 1989. In conjunction with this contract, the Public Advocate participated in public meetings of the Maine Low-Level Radioactive Waste Authority in Augusta and Bangor and appeared before the Advisory Commission on Radioactive Waste which voted unanimously to recommend voter approval of the 3-year contract. Last year the Legislature also enacted its endorsement of the contract. Public Advocate Ward also appeared on radio and television programs to discuss the merits of the contract. In a related matter, the Attorney General

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determined that there was no basis for finding that those activities violated the state's election campaign reporting requirements.

13. *1990 Certification for Low-Level Radioactive Waste.* Under federal law, the Governor of each state was required to file by January 1, 1990 a certificate with the Nuclear Regulatory Commission, the Department of Energy and the states of South Carolina, Washington and Nevada stating that it will be able to manage or dispose of low-level radioactive waste in 1993 when the three existing disposal facilities close. In December 1989, the Public Advocate prepared Maine's 240-page certification plan and submitted it on behalf of Governor McKernan. Thereafter, the Governor received written notification that Maine's plan for managing low-level waste satisfied the requirements for continued access to the disposal facilities located in the states of Washington, South Carolina and Nevada. Two of these states have requested clarification about steps Maine will take over the next three years to implement this plan.
14. *Bangor Hydro Fuel Adjustment Proceeding.* In October 1989, Bangor Hydro Electric Company filed for an increase in its fuel adjustment. The request was caused primarily by short-term declines in electric sales and by Bangor Hydro's costs of cogeneration and small power production. After extensive negotiations with the industrial intervenors in the case, as well as the PUC Staff and the Company, the Public Advocate agreed to a stipulation that called for a 10% increase in residential rates, with somewhat higher increases for industrial customers. For the first time, and at our insistence, the stipulation also removed all New Brunswick capacity costs from the fuel adjustment, amounting to a \$2 million annual reduction.
15. *Central Maine Power Fuel Adjustment Clause.* After extensive negotiations with CMP and between our office and industrial customers, all the parties to CMP's 1990 fuel clause case agreed to a \$52.5 million increase effective July 1. This increase represents a decrease of \$3.5 million from the amount requested by CMP, as well as a further decrease for residential customers from the amount requested by CMP to reflect capacity-related responsibility. The overall increase amounts to 7.7% for all classes with the residential class receiving a somewhat smaller effective increase. These increases are driven by cogeneration units coming on line next year and, under Maine's fuel clause statute, receive virtually automatic recovery.

PUBLICATIONS:

"Guidelines for Consumer Participation in Public Hearings Held by the Maine Public Utilities Commission"—free

Public Advocate Docket List—free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	235,073	146,045	89,028			
Health Benefits	15,222	7,878	7,344			
Retirement	49,250	32,132	17,118			
Other Fringe Benefits	1,705	195	1,510			
Computer Services—State	510	410	100			
Other Contractual Service	193,405	99,504	93,901			
Rents	65	65				
Commodities	2,223	2,209	14			
Equipment	91	91				
Transfers to Other Funds	15,374		15,374			
TOTAL EXPENDITURES	512,918	288,529	224,389			

EXECUTIVE DEPARTMENT

MAINE SCIENCE AND TECHNOLOGY COMMISSION

JOHN PIOTTI, ACTING EXECUTIVE DIRECTOR
MARGARET RYAN DOWNING, CHAIRPERSON

Central Office: Augusta

Mail Address: Statehouse Station #147, Augusta, Maine 04333

Established: July 1988

Reference: Policy Area: 00; Umbrella: 07; Unit: 112; Citation: 5 MRSA Sect. 13122

Telephone: 289-3703

Legislative Count: 5

PURPOSE: The Maine Science and Technology Commission is a partnership between business, labor, education and government. The goal of the partnership is to secure a prosperous and rewarding future for Maine citizens by: improving the competitive performance of Maine industry through innovation and process development; addressing the human implications of science and technology development; and building on Maine's strengths and opportunities.

ORGANIZATION: The Commission consists of 21 members appointed by the Governor. Membership includes leaders from business and industry, labor, and higher education. State government is represented by the Director of the State Planning Office and by Commissioners of the Department of Labor and the Department of Economic and Community Development.

PROGRAM: The Commission's major programs and activities are summarized below:

- *Centers for Innovation:* These joint efforts between Maine industry, academic/research institutions, and state government are designed to help key industries use technology for greater competitiveness through a wide array of programs. Centers have been created in three areas: aquaculture; metals and electronics manufacturing; and biomedical technology. Developmental grants (which could lead to centers) have been awarded in two areas: food processing and wood products. Together, these initiatives will leverage almost \$1 million this year from Maine industry and institutions.
- *Maine Research and Productivity Center:* Located at the University of Maine at Presque Isle, this center provides, as one of its services, access to the New Brunswick Research and Productivity Council for firms throughout the state in a broad range of industries. The center also administers a grant program that helps smaller Maine firms conduct technical assessments or developmental research.
- *Research Excellence Partnership:* This consortium of research institutions has joined together to improve competitive research in Maine through equipment sharing, networking, and technical assistance. The Partnership also serves as the science advisor to the Commission and helps coordinate Maine's involvement with the National Science Foundation's EPSCoR program.
- *Small Business Innovation Research Grant Network:* The Commission provides Maine firms with regular information and technical assistance in competing for these federal research grants.
- *Technology leadership, analysis, and information:* The Commission participates in various state, regional, and national initiatives that involve science and technology, conducts occasional studies on relevant issues, and serves as a clearinghouse for selected articles and reports.
- *Education initiatives:* The Commission co-sponsors the State Science Fair, special recognition awards for outstanding science and math teachers, an annual teachers conference for Problem Solving in Science and Math, and facility tours for students throughout the state.

PUBLICATIONS:

- Enhancing the Small Business Innovation Research (SBIR) Program in Maine—1988
- Research and Development Activity in Maine: A Second Look—1988
- Technology Development, Transfer, and Application Priorities for Maine Wood Products Industries—1989
- Economic Trends and Technology Issues in the Maine Food Processing Section—1989
- Maine Science and Technology Report, a bimonthly newsletter

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXECUTIVE DEPARTMENT

MAINE SCIENCE AND TECHNOLOGY COMMISSION	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	116,538	116,538				
Health Benefits	6,953	6,953				
Retirement	16,729	16,729				
Other Fringe Benefits	1,973	1,973				
Other Contractual Service	386,531	386,531				
Rents	6,425	6,425				
Commodities	1,844	1,844				
Grants—Subsidies—Pensions	493,980	493,980				
TOTAL EXPENDITURES	1,030,973	1,030,973				

OFFICE OF SITING AND DISPOSAL OPERATIONS

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 07; Unit: 310; Citation: 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 2

Legislative Count: 216

PURPOSE: The Maine Waste Management Agency was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION: The Office of Siting and Disposal Operations' principle responsibilities are to site, construct and operate Agency disposal facilities and to assist municipalities to do the same on a local and regional basis, consistent with capacity needs identified in the state. The Office also is responsible for developing siting criteria designed to identify appropriate disposal sites and conducting an open, accessible and public site selection process.

PROGRAM:

Office of Siting and Disposal Operations. Siting Criteria, Regulations Chapter 450, were adopted by the Agency on May 30, 1990. A process to select sites for two Agency special waste landfills was initiated, the office established a process to review decisions made by municipalities and regional associations concerning the construction of new and expanded disposal facilities.

PUBLICATIONS:

1. "Camping and Waste Reduction." A flyer of waste reduction tips for campers.
2. *Citizen's Guide.* Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities.* A sampling of waste reduction activities for grades K-12 (100 pages)
4. *Commonly Asked Questions About Plastics.* A plastics primer on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. "Maine Recycles" bumper stickers.
6. *Model Graphics.* Includes: reproducible clip art and posters; and guidelines for promoting recycling and waste reduction efforts. (16 pages)

EXECUTIVE DEPARTMENT

7. *Municipal Information.* Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
 8. *Promotion and Information.* Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
 9. *Recycling Guide for Your Office.* Basic information on waste reduction and recycling programs in the office place. (13 pages)
 10. *Recycling Market and Resource Directory.* Includes: Maine brokers and processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled paper products; and listing of municipal and commercial recycling programs in the state. (50 pages)
 11. *State of Maine Waste Reduction and Recycling Plan.* Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (96 pages)
 12. *Developing and Implementing a Mandatory Source Separation Ordinance.* Points to consider when drafting mandatory recycling ordinance for your community. (8 pages)
- FINANCES, FISCAL YEAR 1990:** The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF SITING AND DISPOSAL OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	59,769		59,769			
Health Benefits	3,815		3,815			
Retirement	11,434		11,434			
Other Fringe Benefits	568		568			
Other Contractual Service	2,808		2,808			
Rents	7,850		7,850			
Commodities	488		488			
Equipment	21,115		21,115			
Transfers to Other Funds	1,154		1,154			
TOTAL EXPENDITURES	109,001		109,001			

MAINE COUNCIL ON VOCATIONAL EDUCATION

NEIL PIPER, CHAIR

CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 40 Water St., Unit #1, Hallowell, ME 04347

Telephone: 622-4709

Mail Address: 40 Water St., Unit #1, Hallowell, ME 04347

Established: 1969

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 07; Unit: 102D; Citation: 1985 Exec. Order 07

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: (1) meet with the State Board of Education and the Technical College Board of Trustees or their representatives to advise on the development of the state plan; (2) advise the State Board of Education, the Technical College Board of Trustees and make reports to the Governor, the business community and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; (3) analyze and report on the distribution of spending for vocational education as well as on the availability of

EXECUTIVE DEPARTMENT

vocational education activities and services within the state and assess the distribution of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs; (4) consult with the State Board of Education and the Technical College Board of Trustees on evaluation criteria for vocational education programs in the state; (5) emphasize and assess the participation of local employers and labor unions in the provision of vocational education at the local levels; (6) assess equal access to vocational programs and report to the State Board of Education; (7) evaluate and make recommendations to the governor, the State Board of Education, the Technical College Board of Trustees, the Maine Job Training and Coordinating Council, and the Secretaries of Education and Labor regarding the Job Training Partnership Act, with particular attention to the adequacy and effectiveness of the coordination between JTPA and vocational education.

ORGANIZATION: The members of the Maine Council on Vocational Education are appointed by the Governor. P.L. 98-524 mandates thirteen members, seven from the private sector. The staff consists of the executive director and the associate executive director.

PROGRAM: This past year the council has entered into a project of creating an awareness of the need to change the way education is delivered if Maine is to have a position in the global marketplace of the future. The council brought Dr. Willard Daggett, Director of Occupational Education for the State of New York, to Maine to speak to academic and vocational educators via the ITV network. The speech, "Education for a New Age", was taped and has been distributed throughout the state, upon request, as part of the council's awareness project. The council estimates that about 6,000 Maine educators, employers and parents have already seen or heard the tape. It presents some challenges as well as some solutions to the education crisis in the country.

MCVE held public meetings and monitored federal and state legislation as well as other organizations involved with or studying vocational education.

PUBLICATIONS:

1989 Annual Report

Program Advisory Committees—A Vital Part of Vocational Education

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive financial data relative to this unit.

WASTE MANAGEMENT ADVISORY COUNCIL

KAREN STRAM, CO-CHAIR

TADE MAHONEY, CO-CHAIR

Central Office: 219 Capitol Street, Augusta

Mail Address: Statehouse Sta. #130, Augusta, Maine 04333

Telephone: 289-6800

Established: June 29, 1987

Reference: Policy Area: 01; Umbrella: 92; Unit: 531; Citation: 38 M.R.S.A., Sect. 2104

Average Count—All Positions: 13

Legislative Count: 0

PURPOSE: The Waste Management Advisory Council was established in 1989 to provide information and advice to the Maine Waste Management Agency. Through the expertise of its members, the Council reviews the activities and progress of the Agency as it develops the State waste management and recycling plan, develops its programs, delivers its services and in facility siting and evaluation activities.

ORGANIZATION: The Council consists of 13 members, with 2 members each representing municipal governments, statewide and local environmental organizations, the recycling industry, and the waste disposal industry, one member representing industrial waste generators and 3 members from the general public. The Commissioner of Environmental Protection is an ex officio member. All members, except the Commissioner, are appointed for a 3-year term. The Council is required to meet at least four times a year. Staff support is provided by the Maine Waste Management Agency.

EXECUTIVE DEPARTMENT

PROGRAM: During this year, the Council met on a monthly basis. The Council assisted the Agency in the development of the "State Waste Management and Recycling Plan." The Council members also provided the Agency with data and information on waste management and recycling activities occurring within the state.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

MAINE WASTE MANAGEMENT AGENCY

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;
Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Telephone: 289-6800

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 07; *Unit:* 310; *Citation:* 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 2

Legislative Count: 216

PURPOSE: The Maine Waste Management Agency was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION: The Agency is organized into three offices.

Office of Planning—The Office of Planning's responsibilities include the preparation of the State Solid Waste Management and Recycling Plan and its bi-annual update; research and analysis of recycling and disposal issues; planning and policy development; program coordination; monitoring state and federal legislative affairs; and data management.

Office of Waste Reduction Recycling's responsibilities include administering financial and technical assistance programs to municipalities including recycling capital investment grants, recycling feasibility studies, recycling incentives; market development and assistance, and a scrap metal transportation cost subsidy. The Office also provides technical assistance to State Government, the University System, private businesses and is responsible for designing a public education program.

Office of Siting and Disposal Operations—The Office of Siting and Disposal Operations' principle responsibilities are to site, construct and operate Agency disposal facilities and to assist municipalities to do the same on a local and regional basis, consistent with capacity needs identified in the state. The Office also is responsible for developing siting criteria designed to identify appropriate disposal sites and conducting an open, accessible and public site selection process.

PROGRAM:

Office of Planning. The State Waste Management and Recycling Plan was prepared and adopted by the Office of Planning on July 5, 1990 with the involvement of the general public through hearings held throughout the State; the Waste Management Advisory Council; and the Bureau of Solid Waste Management; in the Department of Environmental Protection.

Office of Waste Reduction & Recycling. The Office distributed \$7 million in capital investment grant funds to municipal and regional recycling programs providing funds to purchase capital equipment to implement local recycling programs. Planning grants were awarded to the State's eleven (11) regional planning councils for the development of regional reduction and recycling plans and to provide assistance to municipalities to implement recycling programs. A market development strategy was designed outlining recommendations to develop new markets and expand existing markets for recycled materials. Recycling Plans for University Campus' were received and approved. Education and

EXECUTIVE DEPARTMENT

promotion of reduction and recycling was on-going with presentations to civic and school groups, the distribution of publications and brochures, and the development of an Agency newsletter. WASTECAP, a technical assistance program designed to help Maine businesses reduce their waste stream was implemented. Direct technical assistance was provided to Maine municipalities in planning, developing, implementing, marketing, and promoting local recycling programs.

Office of Siting and Disposal Operations. Siting Criteria, Regulations Chapter 450, were adopted by the Agency on May 30, 1990. A process to select sites for two Agency special waste landfills was initiated, the office established a process to review decisions made by municipalities and regional associations concerning the construction of new and expanded disposal facilities.

PUBLICATIONS:

1. "Camping and Waste Reduction." A flyer of waste reduction tips for campers.
2. *Citizen's Guide.* Includes: explanations of different backyard composting systems; source reduction tips; and information on household hazardous waste alternatives. (21 pages)
3. *Classroom Activities.* A sampling of waste reduction activities for grades K-12 (100 pages)
4. *Commonly Asked Questions About Plastics.* A plastics primer on plastic resin types, degradable plastics and plastic recycling. (7 pages)
5. "Maine Recycles" bumper stickers.
6. *Model Graphics.* Includes: reproducible clip art and posters; and guidelines for promoting recycling and waste reduction efforts. (16 pages)
7. *Municipal Information.* Includes: the basics of planning and operating municipal recycling and leaf composting programs; work sheets on waste composition and avoided disposal costs; and a listing of Maine communities with recycling programs. (35 pages)
8. *Promotion and Information.* Includes: promotion ideas (art contest, essay contest, flyers); the State recycling symbol; guidelines for media involvement; and citizen attitude surveys. (26 pages)
9. *Recycling Guide for Your Office.* Basic information on waste reduction and recycling programs in the office place. (13 pages)
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FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE WASTE MANAGEMENT AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,081		61,081			
Health Benefits	3,794		3,794			
Retirement	5,998		5,998			
Other Fringe Benefits	798		798			
Computer Services—State	352		352			
Other Contractual Service	27,190		27,190			
Rents	23,082		23,082			
Commodities	2,759		2,759			
Equipment	9,100		9,100			
Transfers to Other Funds	2,224		2,224			
TOTAL EXPENDITURES	136,378		136,378			

OFFICE OF WASTE REDUCTION AND RECYCLING

SHERRY F. HUBER, DIRECTOR

Central Office: 287 Water Street, Augusta;

Telephone: 289-6800

Mail Address: Statehouse Sta. #154, Augusta, Maine 04333

Established: September 30, 1989

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 07; Unit: 310; Citation: 38 M.R.S.A., Sect. 2102

Average Count—All Positions: 2

Legislative Count: 216

PURPOSE: The Maine Waste Management Agency was created in 1989 to implement an integrated approach to solid waste management. The Agency's responsibilities are to develop a state waste management and recycling plan; promote and assist recycling and waste reduction in order to accomplish the state's recycling goals of 25% in 1992 and 50% in 1994; develop generic siting criteria and select sites for use by the Agency; and review applications for new and expanded waste disposal facilities for consistency with the siting criteria and the plan.

ORGANIZATION:

Office of Waste Reduction Recycling's responsibilities include administering financial and technical assistance programs to municipalities including recycling capital investment grants, recycling feasibility studies, recycling incentives; market development and assistance, and a scrap metal transportation cost subsidy. The Office also provides technical assistance to State Government, the University System, private businesses and is responsible for designing a public education program.

PROGRAM:

Office of Waste Reduction & Recycling. The Office distributed \$7 million in capital investment grant funds to municipal and regional recycling programs providing funds to purchase capital equipment to implement local recycling programs. Planning grants were awarded to the State's eleven (11) regional planning councils for the development of regional reduction and recycling plans and to provide assistance to municipalities to implement recycling programs. A market development strategy was designed outlining recommendations to develop new markets and expand existing markets for recycled materials. Recycling Plans for University Campus' were received and approved. Education and promotion of reduction and recycling was on-going with presentations to civic and school groups, the distribution of publications and brochures, and the development of an Agency newsletter. WASTECAP, a technical assistance program designed to help Maine businesses reduce their waste stream was implemented. Direct technical assistance was provided to Maine municipalities in planning, developing, implementing, marketing, and promoting local recycling programs.

PUBLICATIONS:

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10. *Recycling Market and Resource Directory.* Includes: Maine brokers and processors of recyclable materials; vendors of recycling and composting equipment; and vendors of recycled paper products; and listing of municipal and commercial recycling programs in the state. (50 pages)

EXECUTIVE DEPARTMENT

11. *State of Maine Waste Reduction and Recycling Plan*. Outlines a waste reduction strategy for the State, including an information and education program, municipal recycling and composting, market encouragement and reduction of waste at its source. (96 pages)
12. *Developing and Implementing a Mandatory Source Separation Ordinance*. Points to consider when drafting mandatory recycling ordinance for your community. (8 pages)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF WASTE REDUCTION AND RECYCLING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	76,942	1	76,941			
Health Benefits	5,818		5,818			
Retirement	12,398		12,398			
Other Fringe Benefits	1,367		1,367			
Other Contractual Service	99,616	10,138	89,478			
Rents	21,419		21,419			
Commodities	3,929		3,929			
Equipment	16,170		16,170			
Transfers to Other Funds	3,917		3,917			
TOTAL EXPENDITURES	241,576	10,139	231,437			

FINANCE

DEPARTMENT OF FINANCE

H. SAWIN MILLETT, JR., COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-3446

Mail Address: Statehouse Station #78, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 281

Average Count—All Positions: 663

Legislative Count: 636.5

Organizational Units:

Administrative Services Division

Bureau of Taxation

Bureau of the Budget

Board of Emergency Municipal Finance

Bureau of Accounts and Control

State Claims Commission

Bureau of Alcoholic Beverages

State Liquor Commission

Bureau of Lottery

State Lottery Commission

Advisory Council on Deferred Compensation Plans

PURPOSE: The Department of Finance is the principal fiscal agency of Maine State Government.

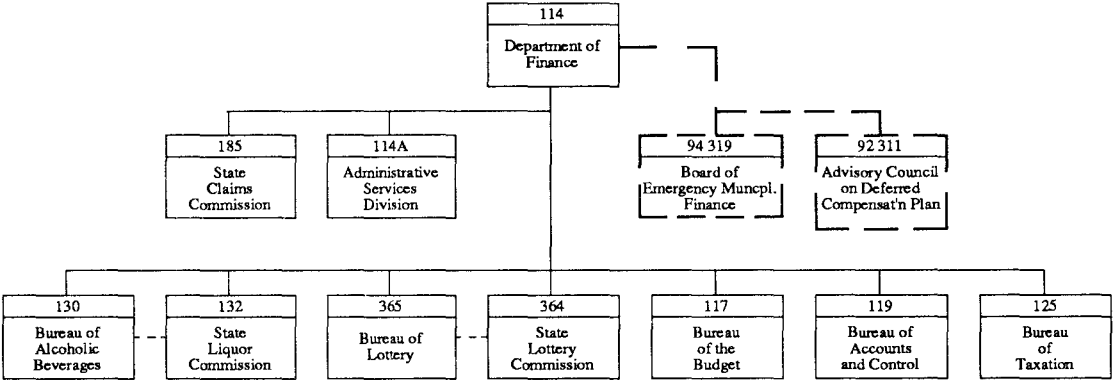
ORGANIZATION: An organizational chart is provided in this report.

PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF FINANCE
UMB 08



Approved by the Bureau of the Budget

**CONSOLIDATED FINANCIAL CHART FOR FY90
DEPARTMENT OF FINANCE**

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,488,362	7,979,305		60,219		6,448,838
Health Benefits	1,412,386	766,413		2,391		643,582
Retirement	2,809,411	1,571,622		3,672		1,234,117
Other Fringe Benefits	111,996	67,350		366		44,280
Computer Services—Comm	35,101	35,101				
Computer Services—State	3,678,649	3,468,673				209,976
Other Contractual Service	7,013,993	4,736,073		22,322		2,255,598
Rents	1,190,765	66,865				1,123,900
Commodities	476,013	122,221		1,141		352,651
Grants—Subsidies—Pensions	25,772,603	21,932,569	3,649,849	13,655		176,530
Equipment	556,633	555,880		753		
Interest—Debt Retirement	4,900	259		1		4,640
Transfers to Other Funds	1,148,218	764,000		5,766		378,452
TOTAL EXPENDITURES	58,699,030	42,066,331	3,649,849	110,286		12,872,564

DEPARTMENT OF FINANCE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	128,638	128,638				
Health Benefits	6,187	6,187				
Retirement	16,743	16,743				
Other Fringe Benefits	1,659	1,659				
Computer Services—State	735	735				
Other Contractual Service	126,934	126,934				
Commodities	1,045	1,045				
Grants—Subsidies—Pensions	1,999	1,999				
TOTAL EXPENDITURES	283,940	283,940				

BUREAU OF ACCOUNTS AND CONTROL**DAVID A. BOURNE, STATE CONTROLLER**

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333

Telephone: 289-3781*Established:* 1931*Sunset Review Required by:* June 30, 1990*Reference:* Policy Area: 00; Umbrella: 08; Unit: 119; Citation: 5 M.R.S.A., Sect. 283*Average Count—All Positions:* 56*Legislative Count:* 56

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance. The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,289,994	1,289,994				
Health Benefits	121,887	121,887				
Retirement	250,164	250,164				
Other Fringe Benefits	10,480	10,480				
Computer Services—State	2,459,267	2,459,267				
Other Contractual Service	2,638,034	2,638,034				
Rents	51,419	51,419				
Commodities	47,135	47,135				
Grants—Subsidies—Pensions	10,070	10,070				
Equipment	238,717	238,717				
Interest—Debt Retirement	7	7				
TOTAL EXPENDITURES	7,117,174	7,117,174				

FINANCE

DIVISION OF ADMINISTRATIVE SERVICES

DAVID S. CAMPBELL, DIRECTOR

PATRICIA L. BEAUDOIN, PERSONNEL MANAGER

BETTY E. GLIDDEN, CHIEF ACCOUNTANT

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-2931

Mail Address: Statehouse Sta. #67, Augusta, Maine 04333

Established: July 1, 1977

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 114A; Citation: 5 M.R.S.A., Sect. 282

Average Count—All Positions: 16

Legislative Count: 16

PURPOSE: The Administrative Services Division was established to provide consolidated administrative, financial and personnel management services for the Department of Finance. The division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance. The bureaus within the Department that receive this support are Accounts and Control, Alcoholic Beverages, Bureau of the Budget, Lottery, Taxation, and State Claims Board.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance.

PROGRAM: The technical assistance and support provided bureaus within the Department of Finance include accounting, auditing and budgetary functions, and departmental personnel functions.

PUBLICATIONS:

Affirmative Action Plan—(Free)

Department Employee Information Booklet—(Free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	382,188	382,188				
Health Benefits	33,641	33,641				
Retirement	81,303	81,303				
Other Fringe Benefits	1,525	1,525				
Computer Services—State	15,721	15,721				
Other Contractual Service	17,786	17,786				
Commodities	5,430	5,430				
Grants—Subsidies—Pensions	78	78				
Equipment	5,052	5,052				
TOTAL EXPENDITURES	542,724	542,724				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Telephone: 289-3721
FAX: 207-289-4049

Established: 1933

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 260.5

Legislative Count: 251

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years; the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages has continued to convert its network of stores to self-service types, and existing stores have been re-located to better serve the consumers in seven (7) areas of the State. As a result of recently enacted legislation, the Bureau plans to have an additional discount liquor store on the south-bound lane in Kittery operational by July of 1990.

State of the Art Computerized cash registers were purchased and placed on-line October 9, 1986.

Our credit card program has been expanded to accept American Express and in-store merchandising programs have been stepped up in order to stabilize sales that have been on a decline nationwide.

As part of a recently passed "Solid Waste Management Bill," the Bureau has organized and is participating in the redemption of bottles of distilled spirits and fortified wines throughout the State.

LICENSES, PERMITS, ETC.:

License:

- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only
- Class IV. Malt Beverages Only
- Class V. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages
- Class VI. Off-premise retailer—beer
- Class VII. Off-premise retailer—wine

Permit:

- Certificate of Approval for Wine, Beer
- Alcohol
- Catering

FINANCE

PUBLICATIONS: Rules and regulations supplementing the new law are available. Fee—\$2.00

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,533,581					5,533,581
Health Benefits	551,598					551,598
Retirement	1,071,823					1,071,823
Other Fringe Benefits	36,391					36,391
Computer Services—State	209,876					209,876
Other Contractual Service	1,300,001					1,300,001
Rents	947,129					947,129
Commodities	301,212					301,212
Grants—Subsidies—Pensions	154,290					154,290
Interest—Debt Retirement	368					368
Transfers to Other Funds	304,135					304,135
TOTAL EXPENDITURES	10,410,404					10,410,404

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER

JOHN R. NICHOLAS, DEP. STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-2881

Mail Address: Statehouse Sta. #58, Augusta, Maine 04333

Established: 1931

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 117; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 13

Legislative Count: 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government, and corporations and associations desiring to receive State funds under provisions of law, prepare and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

FINANCE

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates, both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each legislatively created unit of government an indirect cost rate designed to recover the non-general fund share of central service costs which benefits each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget designs the format, gathers the data from State agencies, edits, assembles and produces the Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Department of Administration, Bureau of Purchases, Central Printing Division, Statehouse Station #9, Augusta.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	369,161	369,161				
Health Benefits	25,326	25,326				
Retirement	84,505	84,505				
Other Fringe Benefits	3,033	3,033				
Computer Services—State	37,717	37,717				
Other Contractual Service	16,621	16,621				
Rents	64	64				
Commodities	2,743	2,743				
Equipment	35,695	35,695				
TOTAL EXPENDITURES	574,865	574,865				

STATE CLAIMS COMMISSION

PETER K. BALDACCI, CHAIRMAN

RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 3

Telephone: 289-4032

Mail Address: Statehouse Sta. #49, Augusta, Maine 04333

Established: 1961

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 08; Unit: 185; Citation: 23 M.R.S.A., Sect. 152

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The State Claims Commission was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Commission are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and by the Maine Turnpike Authority, and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of \$2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board and most recently to the State Claims Commission consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Commission is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Commission.

PROGRAM: The State Claims Commission scheduled 158 cases for hearings during FY90. There were 19 land damage cases which were settled prior to hearings. There were 82 cases heard before the Commission, 81 of the cases were land damage cases and 1 state claim, and there were 57 cases that were continued. There were also 63 additional land damage cases that were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

FINANCE

STATE CLAIMS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	60,219			60,219		
Health Benefits	2,391			2,391		
Retirement	3,672			3,672		
Other Fringe Benefits	366			366		
Other Contractual Service	22,322			22,322		
Commodities	1,141			1,141		
Grants—Subsidies—Pensions	13,655			13,655		
Equipment	753			753		
Interest—Debt Retirement	1			1		
Transfers to Other Funds	5,766			5,766		
TOTAL EXPENDITURES	110,286			110,286		

STATE LIQUOR COMMISSION

EARLE L. INGALLS, CHAIRMAN
EDWIN W. BOWDEN, COMMISSIONER
CHARLES H. MILAN, III, COMMISSIONER
MARY ANNE SMITH, COMMISSIONER
RICHARD B. OLFEENE, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Telephone: 289-3721
FAX: 207-289-4049

Established: 1934

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 132; Citation: 28 M.R.S.A., Sect. 51

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possession wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933 consisting of three members appointed by the Governor, with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business

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Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commission also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Alcoholic Beverages.

STATE LOTTERY COMMISSION

WILLIAM L. VARNEY, CHAIRMAN

Central Office: 219 Capitol Street, Augusta

Telephone: 289-6700

Mail Address: Statehouse Sta. #30, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 00; Umbrella: 08; Unit: 364; Citation: 8 M.R.S.A., Sect. 373

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes; to make recommendations and set policy for State lotteries; to approve or reject reports of the State Lottery Director; and to transact other business that may be properly brought before it.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the State Lottery Director. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

PROGRAM:

(See Bureau of Lottery Annual Report).

LICENSES, PERMITS, ETC.:

(See Bureau of Lottery Annual Report).

PUBLICATIONS: (See Bureau of Lottery Annual Report).

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$3,477.28 in FY 90 and are, by administrative decision, included with those of Bureau of Lottery.

BUREAU OF LOTTERY

WALLACE G. SOULE, JR., DIRECTOR
PAMELA COUTTS, Deputy Director of Finance
CHARLES A. STEWART, III, Deputy Director of Sales

Central Office: 219 Capitol Street, Augusta
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333

Telephone: 289-6700

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 365; Citation: 8 M.R.S.A., Sect. 372

Average Count—All Positions: 43

Legislative Count: 43.5

PURPOSE: The Director is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: 1987 P.L. #505 provides that the Director shall be appointed by the Commissioner of Finance and shall serve at the pleasure of the Commissioner of Finance. The Director acts as both chief administrative officer of the Bureau of Lottery and executive secretary of the Commission.

PROGRAM: The Maine State Lottery had another successful year in Fiscal Year 1989-1990. The lottery's contribution to the State Treasury was \$30,543,755.18; a 00.45% increase over FY 1988-1989 total of \$30,407,318.61.

In addition to the money turned over to the State, more than \$50.2 million was paid to Maine winners and was disbursed to ticket agents. Maine had 24 Megabucks winners in FY 89-90.

Early in 1989, research was conducted for the Tri-State Commission to provide information about the effectiveness of our advertising and about player buying habits.

Total sales increased to a record high of over \$98,495,000, up 2.28% over the previous fiscal year. One factor contributing to the increased sales was the addition of approximately 50 on-line terminals to 950.

Since its inception in 1974, the Maine State Lottery has contributed more than \$142,500,000 to the State's General Fund benefiting all the people of Maine.

LICENSES, PERMITS, ETC.:

Lottery sales agent; licensing

1. Factors. A license as an agent to sell lottery tickets may be issued by the Director to any qualified person. Before issuing such license, the Director shall consider such factors as:

- A. The financial responsibility and security of the person and his business or activity;
- B. The accessibility of his place of business or activity to the public;
- C. The sufficiency of existing licensees to serve the public convenience; and
- D. The volume of expected sales.

PUBLICATIONS:

1. *Annual Report* (Fiscal Year 1989-1990)—available to general public free of charge until supplies are depleted.
2. *Winners Newsletters*—bi-monthly newsletter sent to ticket agents. Free to public until supplies are depleted.
3. *Information Kit* which includes general information and historical background on Maine State Lottery. Available free of charge until supplies are depleted.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

FINANCE

BUREAU OF LOTTERY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	915,257					915,257
Health Benefits	91,984					91,984
Retirement	162,294					162,294
Other Fringe Benefits	7,889					7,889
Computer Services—State	100					100
Other Contractual Service	955,597					955,597
Rents	176,771					176,771
Commodities	51,439					51,439
Grants—Subsidies—Pensions	22,240					22,240
Interest—Debt Retirement	4,272					4,272
Transfers to Other Funds	74,317					74,317
TOTAL EXPENDITURES	2,462,160					2,462,160

BUREAU OF TAXATION

JOHN D. LAFAVER, STATE TAX ASSESSOR

Central Office: State Office Bldg., Augusta; *Floor:* 5

Telephone: 289-2076

Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: April 2, 1931

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 08; Unit: 125; Citation: 5 M.R.S.A., Sect. 283

Average Count—All Positions: 269

Legislative Count: 252

Organizational Units:

State Tax Division
Audit Division
Enforcement Division

Operations Division
Research Division
Appellate Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine state government through the assessment of taxes as required by law, and to improve the administration of tax laws in Maine at both state and local levels. The Bureau, through the State Tax Assessor, is empowered to assess and collect the following state taxes: Sales and Use Taxes, Individual and Corporate Income Taxes, Motor Fuel Taxes, Estate Taxes, Business Taxes, Cigarette and Tobacco Taxes, Special Industry Taxes, and Property Taxes in the Unorganized Territory. In addition, the Bureau administers the Household Property Tax and Rent Refund Program, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Management Fund Tax, administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low Cost Drug Program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance, under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income

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Taxes in 1969. Administration of the Elderly Householders Tax and Rent Refund Act of 1971 was assumed by the Bureau in 1972. Also in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance appoints the State Tax Assessor, subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished.

The Bureau is composed of 8 operating divisions, some of which contain several sections.

PROGRAM:

Income and Estate Tax Division. This division has responsibility for the income and succession tax systems. Major functions include designing and distributing the forms, processing tax returns filed by taxpayers, initiating refunds and tax notices, and providing tax information to taxpayers and others. It also administers the Maine residents property tax relief program and certifies eligibility for low-cost drug cards. Annual processing volume includes 578,000 tax returns, 78,000 withholding and estimated tax payment accounts, and 105,000 taxpayer benefit applications.

Sales and Excise Tax Division. This division, through its two sections, has responsibility for the sales and use tax and all excise taxes administered by the Bureau.

Sales and Use Tax Section. This section manages the accounts of 52,000 registered sellers which includes an average turnover of over 500 each month. It monitors the payment of required tax by individuals on out-of-state purchases and casual sales of motor vehicles, special mobile equipment, aircraft, and boats. The sales tax exemption/refund program for machinery and equipment purchases by commercial fishermen and farmers is also administered. Beginning July 1, 1990, the section will begin to administer the solid waste advance disposal fee imposed on furniture, appliances, tires and batteries.

Excise Tax Section. This section administers 20 taxes concerning motor fuels, tobacco, illegal drugs, businesses and special industries, as well as 13 related refund programs. In the course of a year, it processes 54,000 tax returns and 15,000 refund claims.

Operations Division. The functions of the division involve administration of the property tax laws, tax collection in the Unorganized Territory, handling mail from taxpayers, data entry of tax return information, and computerization of tax systems.

Property Tax Section. Has responsibility for determination of the State Valuation, supervising local assessors, assessment and collection of taxes in the Unorganized Territory, auditing the reimbursement claims of municipalities under the provisions of the Tree Growth Tax law and the veterans' exemption statutes, and providing assistance to municipal assessors in connection with assessment problems. It also administers several other state taxes relating to property. The annual Assessor's School conducted July 30-August 4, 1989 was attended by 246 registrants.

Business Services Section. Provides mail processing, data entry services, revenue accounting, control of office supplies and equipment, and maintains the central tax records facility. Seasonal and intermittent employees are used to assist with peak workloads. Second shift operations are also important in providing efficient service during the individual income tax filing season.

Computer Services Section. Designs, maintains, and operates the Bureau's automated systems. It participates in research concerning plans for data processing contract work and provides specialized statistical analysis concerning computerized data bases. The acquisition and overall coordination of computer hardware is also handled by this section.

The mainframe computer facilities at the Bureau of Data Processing is used for both on-line and batch work. The primary systems currently reside on the Bull HN mainframe where they have been since the Bull HN computer was installed. There are several other systems, notably the collections system, which are on the IBM mainframe. Most of the 150 terminals and personal computers (PCs) connected to mainframe computers have access to both the Bull HN and IBM mainframe.

It is intended that all of the on-line and batch systems be converted to the IBM mainframe during the next several years. This is desirable from the standpoint of compatibility with outside data sources, a larger selection of package software and for the availability of more state-of-the-art development tools. A study has been completed which examined our complete computer system, including both hardware and software, and to make recommendations as to priority, method, and scheduling for conversion. Bids for the conversion are being considered.

Enforcement Division. This division was established in 1986 to consolidate the state tax enforcement and compliance efforts. In addition to generating additional revenue, enforcement activities maintain the public's confidence in the State's tax programs. The division consists of two sections: one section concentrates on delinquent accounts while the other section pursues taxpayers who fail to file returns.

Collection efforts on the 50,000 unpaid state tax liability accounts consumes the bulk of available resources. Routine collection procedures are exhausted before employment of the more stringent actions permitted by statute. Debtors are contacted by telephone and by mail at regular intervals over an extended period to effect satisfaction of the obligation. Those unable to pay lump sum are encouraged to pay according to an agreed upon installment schedule.

Extenuating taxpayer circumstances are given every consideration. Finally, the judicious application of forceful measures is used for those debtors who continue to disregard the debt. To protect the State's interest in the tax debts, civil collection action can be taken in Maine courts, liens can be placed on tangible property, assets can be levied, or a taxpayer's authority to do business in Maine can be revoked.

Audit Division. The division conducts examinations of tax returns filed by taxpayers with the Bureau of Taxation and assesses any additional tax necessary to effect compliance with the provisions of the State tax laws. The audits are performed at the taxpayer's place of business. Division staff also visit at business locations for the purpose of either educating taxpayers as to tax law or assisting in the collection of overdue tax liabilities. Operations are supervised from the central office located in the State Office Building and from the field offices in Augusta, Bangor and Falmouth. About one-half of the tax auditors are headquartered at the field offices, while the remainder are based in other locations throughout the State.

The staff are trained to audit all the major revenue-producing tax systems. Examinations of the returns of taxpayers whose principal place of business is outside Maine are conducted by one or more members of a special team.

The division completed 1,272 taxpayer audits during fiscal 1989 which resulted in additional tax assessments of \$20,936,198.

Research Division. The division provides technical support for the administration of the state taxes which are the responsibility of the Bureau of Taxation. It develops complex economic models for tax policy analysis and conducts studies of state taxes and administrative procedures. Statistical analyses of tax revenues are maintained, and revenue estimates are prepared for current tax systems and for proposed changes in tax rates and tax bases.

Some project reports are produced at regular intervals. After the adjournment of a legislative session, a digest is written of the statutes which have an impact on the responsibilities of the Bureau. A financial report is compiled of Bureau revenues for each fiscal year. Estimates of expected revenues by month are prepared annually for the Bureau of the Budget, and for each biennium a projection of yearly revenues and a report on the tax expenditure items reflected in Maine law is prepared. Annual updates of current tax laws are assembled for inclusion in publications such as the Legislature's Compendium of State Fiscal Information, Moody's Municipal and Government Manual, and the Government of the District of Columbia's nationwide comparison of tax rates and tax burdens.

The division has responsibility for the maintenance of a computer file of historical tax revenue data. Reports are generated quarterly, after programming any changes in the revenue detail accounts and updating the master historical dataset. The reports are used in estimating both future revenues and fiscal impacts of proposed law changes.

Appellate Division. The division was established February 1, 1988. It serves the State Tax Assessor with respect to his statutory responsibilities and authority to take final agency action on all taxpayer petitions for reconsideration of assessments, denials of claims for refund, requests for abatement, denials and revocations of exemption certificates and licenses issued by the Bureau of Taxation. The division conducts conferences as requested by taxpayers; determines the appropriate application of statutory provisions; and drafts decisions of the State Tax Assessor, including decisions to cancel any tax which has been levied illegally and to abate, subject to the approval of the Governor, all or any part of any tax assessed by the State Tax Assessor. The division functions to promote uniformity and consistency in administration of the tax laws in accordance with constitutional requirements, statutes, regulations, court decisions, Attorney General opinions, and administrative practices. The Appellate Division operates independently from all other divisions in the Bureau and is directly responsible to and subject only to direction of the State Tax Assessor.

During the past fiscal year, the division has undertaken many changes to improve the efficiency of its daily functions. In the second half of the fiscal year, a revenue agent from the Audit Division was temporarily assigned to this division to assist in developing and implementing policy and procedures, as well as working toward reducing the inventory of petitions for reconsideration. During the Second Regular Session of the 114th Legislature, the number of days allowed for requesting reconsideration was increased from fifteen to thirty, thus providing a taxpayer adequate time to organize a defense to a determination of the State Tax Assessor. Over the past twelve months, there have been an average of thirty-six petitions received per month, an average of four informal conferences held per month, and an average of thirty reconsideration letters mailed to taxpayers per month.

FINANCE

Legal Research Division. The division was established in 1990. It provides the Assessor with legal research into questions of tax law and related questions in areas such as constitutional law, conflicts, contracts, and procedure. While the Attorney General continues to provide complete representation in court proceedings, the Division of Legal Research supports the Attorney General's legal representation by serving as a communications link with the Bureau and by providing insight and background that are necessary to effective representation.

The Assessor consults the division on a broad range of projects, including drafting of legislation; review, revision, and promulgation of agency rules; establishing and drafting agency policies; review and revision of contracts; and review of numerous and miscellaneous documents created by agency staff. The division also reviews and comments on the determinations prepared for the Assessor's signature by the Appellate Division.

Summary of Net Revenue (preliminary data)

Fiscal 1990

Thousands of dollars

Individual income tax	580,561,849
Corporate income tax	57,657,955
Sales and use taxes	508,980,078
Motor fuel taxes	129,424,718
Business taxes	73,103,604
Tobacco taxes	44,474,725
Succession taxes	8,899,466
Real estate transfer tax	9,430,080
Property taxes	10,814,109
Special industry taxes	1,456,220

LICENSES, PERMITS, ETC.:

Sales Tax Sellers Certificate

Tobacco Tax:

Cigarette License (annual)—distributors, wholesale dealers, nonresident distributors

Tobacco Products Distributors License (annual)

Gasoline Tax:

Distributors Certificate

Exporters Certificate

Importers Certificate

Special Fuel Tax:

Suppliers Certificate

Users License

Blueberry Processors & Shippers License (annual)

Potato Shippers Certificate

Sardine Packers Certificate

Mahogany Quahog Dealers Certificate

Certified Maine Assessor Certificate

Certified Assessment Technician Certificate

PUBLICATIONS:

Except where noted, the following publications are available free of charge:

Rules adopted by the Bureau

Income tax forms and instructions

Sales tax instruction bulletins

Property tax bulletins

Municipal Valuation Return Statistical Summary (property taxes-annual)

Bureau Revenue Report (annual)

Pamphlets of various tax statutes

State of Maine Assessment Manual (pub. 1978)—\$7.50

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

FINANCE

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,809,324	5,809,324				
Health Benefits	579,372	579,372				
Retirement	1,138,907	1,138,907				
Other Fringe Benefits	50,653	50,653				
Computer Services—Comm	35,101	35,101				
Computer Services—State	955,233	955,233				
Other Contractual Service	1,936,698	1,936,698				
Rents	15,382	15,382				
Commodities	65,868	65,868				
Grants—Subsidies—Pensions	25,570,271	25,570,271				
Equipment	276,416	276,416				
Interest—Debt Retirement	252	252				
Transfers to Other Funds	764,000	764,000				
TOTAL EXPENDITURES	37,197,477	33,547,628	3,649,849			

FINANCE AUTHORITY OF MAINE

BRADFORD E. WELLMAN, CHAIRMAN

TIMOTHY P. AGNEW, CHIEF EXECUTIVE OFFICER

Central Office: 83 Western Ave., Augusta

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Established: 1983

Reference: Policy Area: 01; Umbrella: 94; Unit: 457; Citation: 10 M.R.S.A., Sect. 964

Average Count—All Positions: 30

Telephone: 623-3263

FAX: 623-0095

Sunset Review Required by: June 30, 2001

Legislative Count: 0

PURPOSE: The Finance Authority of Maine, an independent State agency, was created by an Act of the Maine State Legislature in 1983 to assist business development and create new employment opportunities throughout Maine. In part, the Authority accomplishes this by working cooperatively with the State's lending, financial, economic development and business community to develop and implement new financial services for Maine's business community.

The Authority has a wide array of existing programs, ranging from traditional loan insurance for both small and larger Maine businesses, to tax credits for investments in eligible small businesses. FAME also administers two bond financing programs which help Maine businesses access long-term, reduced-rate financing.

Effective April, 1990, the Authority became the designated agency responsible for administering the State's higher education finance programs. Through loans and grants, the Authority will assist students in paying the costs of attending institutions of higher education. In addition, the Authority will be developing a program of outreach and counseling to encourage Maine youth to aspire to higher education.

ORGANIZATION: The Finance Authority of Maine (FAME) was created during the First Regular Session of the 111th Legislature. FAME incorporates three former state loan agencies and adds a new dimension to the State's financial assistance programs, that of natural resource financing. The Authority is also responsible for developing new financial programs and services to better meet the needs of business, both large and small, throughout the State. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans' Small Business Loan Authority.

The Maine Education Assistance Division was added to FAME in April 1990 to provide financial assistance to students pursuing higher education.

FAME currently receives direct appropriations for certain higher education grant and loan programs, and limited appropriations for business and natural resource development. FAME derives most of its operating funds from mortgage insurance fees, service and application fees charged in connection with the issuance of taxable and tax-exempt bonds, as well as insurance premiums and fees generated from other financial assistance offered by the Authority.

The Finance Authority of Maine is overseen by a fifteen member Board of Directors. The Board has the following makeup;

- two veterans from the Maine Veterans Small Business Loan Board
- two members from the Natural Resources Financing & Marketing Board
- two members from the Maine Education Assistance Board
- one Certified Public Accountant
- one commercial lender
- one attorney
- three members-at-large

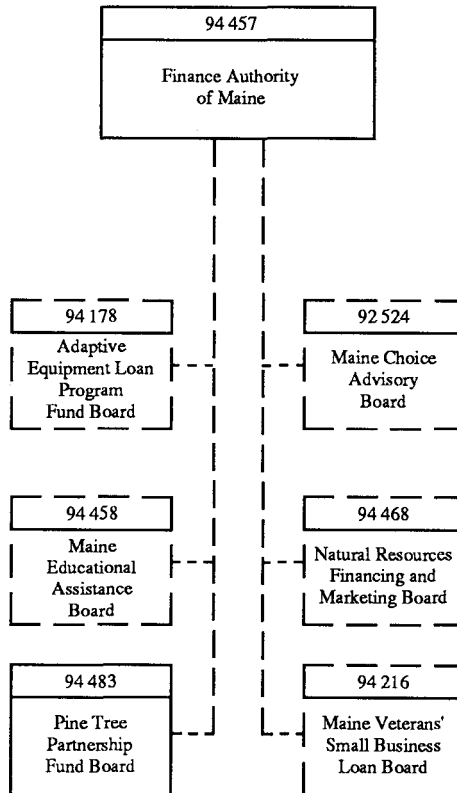
—three state members to include the Commissioner of the Department of Economic and Community Development, a natural resource commissioner and the State Treasurer.

Members are appointed by the Governor and are subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed by the Governor, subject to confirmation by the Legislature, to supervise and direct the administrative and technical activities of the Authority.

As organized, FAME consists of three broad divisions—Business Development, Natural Resources, and the Maine Education Assistance Division. These divisions are supported by an Office of General Counsel, External Affairs, Finance and Lending.

FINANCE AUTHORITY OF MAINE

ORGANIZATIONAL CHART
FINANCE AUTHORITY OF MAINE



Approved by the Bureau of the Budget

PROGRAM:

BUSINESS DEVELOPMENT DIVISION. This division maintains several programs which are utilized individually or in combination with other financing mechanisms to assist in business development. Programs overseen by this division include:

Commercial Loan Insurance Program. The Commercial Loan Insurance Program is designed to promote economic development by providing business borrowers, who exhibit a reasonable ability to repay a loan, access to capital that would otherwise be denied by a lender due to an unacceptable level of credit risk.

Through this program, FAME will insure up to 90% (not to exceed \$7,000,000 for most projects or \$2,500,000 for recreational projects) of a commercial loan. Loan proceeds may be used for purchase of, and improvements to, real estate, fishing vessels and machinery and equipment. Loan insurance may not be used to insure construction loans or housing projects. There are also certain limitations on loan insurance for projects with greater than 25% retail or 35% office space.

The program works in cooperation with local lending institutions and bond underwriters.*

Lenders originate loans, provide construction or interim acquisition financing without loan insurance, maintain at a minimum 10% of the loan uninsured and service the entire loan.

*(FAME insured loan bond issues are typically rated AA1 by Moody's and AA by Standard and Poor.)

Eligibility Criteria

- The borrower must demonstrate loan repayment ability.
- The business must be located in the State.
- Collateral must be sufficient to meet loan to value standards of the Authority.
- The project must demonstrate public benefit; for example, job creation, increase in municipal tax base, etc.

Small Business Loan Insurance Program. Similar to FAME's Commercial Loan Insurance Program, the Small Business Program is designed to specifically help those small businesses that cannot obtain conventional financing. FAME insurance provides additional security to financial institutions while encouraging greater lending activity to Maine's small businesses. Under this program, FAME can insure up to 85% of a loan to maximum loan insurance exposure of \$500,000. If the borrower is an eligible Maine veteran, FAME's maximum exposure increases to \$600,000.

Most prudent business activities (lines of credit included) are eligible. To participate in the Small Business Loan Insurance Program, a business must employ 20 or fewer employees or have gross annual sales of less than \$2.5 million.

Taxable and Tax-Exempt Bond Programs. In an effort to assist more Maine businesses, FAME has implemented two unique credit enhancement programs. These programs work to help Maine business attract long-term, fixed-rate financing. These credit enhancement programs are two of the first of their kind in the nation. They provide Maine business with financing formerly available to only "Fortune 500 Companies." These programs include:

SMART-E Bond Program. The SMART-E Bond Program is a tax-exempt, fixed asset financing program for manufacturing facilities. Assets that can be financed with loan proceeds include land and depreciable assets.

FAME will finance up to 90% of a loan by grouping it with other similar loans and selling tax-exempt bonds to finance the loans. To attract favorable interest rates, each loan in the group will be insured by FAME or a combination of FAME and a letter of credit; or by other comparable insurance.

The program benefits borrowers by providing a low, fixed or variable interest rate on 90% of a loan for up to 15-20 years. The interest rates are lower than conventional commercial credit because interest paid to the buyers of the bonds is tax exempt. This savings is passed along to borrowers.

The program works in cooperation with bond underwriters and local lending institutions who must originate loans, provide construction or interim acquisition financing, and agree to maintain, at minimum, 10% of a loan uninsured and service the entire loan for the life of the loan. Lenders may also be required to provide a letter of credit insuring payment on a portion of the loan. Borrowers will maintain their normal banking relationship.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is \$7,000,000.

SMART Bond Program. This program is similar to the Authority's SMART-E Bond Program. It is available (with some exceptions) to those businesses who are not eligible for tax exempt financing. The process begins when a lending institution provides a Maine based business with a loan commitment for acquisition of real estate, equipment, or other fixed assets. After a review of the loan application,

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FAME will commit to insure up to 90% of the loan, and will also agree to purchase the insured portion of the loan upon completion of construction or upon acquisition of the machinery or equipment.

FAME then groups the purchased portion of the loan with other loans to form a pool of insured loans which is then sold to private investors.

Because of the high credit rating associated with FAME's loan insurance, the bond becomes a marketable security which will sell at favorable fixed rates. Subject to market conditions, these bonds are generally sold at 1.25% over comparable term treasury bonds. However, since the lending institution is required to retain, at a minimum, 10% of the loan, the borrower will actually pay a "blended rate" based on the combination of the portion of the loan held by the lender and the portion sold through FAME. The rate and term on the portion of the loan retained by the lender is negotiated between the borrower and the lender.

Throughout the process, the borrower will continue to work with the lender. The lender will continue servicing the entire loan and, in addition, maintain a direct relationship with the borrower.

Applicants for this program must demonstrate a strong likelihood that they will be able to repay the loan. The maximum size loan under this program is \$7,000,000.

Municipal Securities Approval Program. Maine municipalities are empowered, with the approval of FAME, to issue tax-exempt revenue bonds to finance any private project authorized under the United State's Internal Revenue Code, Section 103, (now limited to manufacturing facilities and exempt projects such as solid waste disposal projects). Proceeds from the sale of municipal revenue bonds may be used for land, buildings, machinery and equipment, financing and interest charges, engineering, legal services, surveys, cost estimates and studies.

The advantage of this type of financing lies in the relatively low borrowing rates it affords. The specific rate is determined by a number of factors, including the bond markets, the credit worthiness of the bond beneficiary and the size of the bond issue.

Maine Job Start Program. The Maine Job Start Program is a revolving loan program designed to provide the eligible small business person with the necessary capital to start, strengthen or expand a business operation. It is a direct loan program targeted at those businesses which cannot obtain financing (even with loan insurance) through conventional lending sources.

The maximum available loan is \$10,000. The term of each loan will depend on applicant need, the business plan and the useful life of collateral. The interest rate on Job Start loans is 2% below the prime interest rate, fixed at the date FAME issues its loan commitment.

In order to qualify for a Job Start loan, the applicant must have an annual gross household income at or below 80% of the federal median income.

Investment Banking Service. For borrowers seeking large amounts for major projects, FAME can assist in suggesting and pursuing financing alternatives. Through contacts with underwriters, international banks, and buyers of taxable and tax-exempt bonds, FAME can help ensure that businesses can borrow on the best available terms.

Occupational Safety Loan Fund Program. The Finance Authority of Maine, in cooperation with the Maine Department of Labor, administers the Occupational Safety Loan Fund Program.

This program provides targeted direct loans to Maine businesses seeking to make workplace safety improvements. Under this program, a business may borrow up to \$50,000 for a period of up to 10 years. The interest rate paid by the borrower is 3% fixed.

To be eligible, the business must be located in the State of Maine. Proceeds from the loan must be used to purchase, improve, install or erect equipment which reduces workplace hazards or promotes the health and safety of employees. Borrowers must exhibit a reasonable ability to repay the loan from the cash flow of the business.

Underground Oil Storage Facility Program. FAME's underground oil storage facility replacement program provides 100% loan insurance to lenders, or direct loans and grants to borrowers for the removal, replacement and disposal of underground marketing and distribution tanks for oil, petroleum products or petroleum by-products, and for tanks used for on-premises consumption.

In order to qualify for this program a borrower must be an owner of an underground oil storage tank or facility which is or was used in a business activity or by a unit of local government.

Loan proceeds must be used for the removal, replacement and/or disposal of tanks for oil, petroleum products or petroleum by-products. Removal of existing tanks and installation of new systems must be completed in accordance with State regulations. In some cases, loan proceeds may also be used for cleaning up contaminated soil. The interest rate on direct loans varies from 0% to 2% below prime depending on the payment ability of the borrower.

A mortgage or security interest and other collateral is required on a case-by-case basis. Personal guarantees will be required where applicable. The Authority may require environmental liability insurance.

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Overboard Discharge Replacement. FAME's Overboard Discharge Replacement Program provides 100% loan insurance to lenders for the removal, rehabilitation or replacement of certain waste water disposal systems which result in discharges into fresh or salt water ("overboard discharges").

The borrower must be the owner of a waste water disposal system utilized by a business which produces overboard discharges.

The borrower must not be able to obtain loan funds without loan insurance.

Loan proceeds must be used for removal, rehabilitation or replacement of a privately owned waste water disposal system utilized by a business. The system must currently result in an overboard discharge.

The maximum insured loan under this program is \$1,000,000. The interest rate and term are negotiated between the borrower and lender. The loan term may not exceed 10 years.

Waste Reduction and Recycling Loan Program. The Authority will periodically, upon accrual of sufficient funds, request that businesses intending to finance projects designed to reduce and recycle waste, submit proposals for loans of up to \$50,000. The proposals will be ranked by the Maine Waste Management Agency in accordance with criteria designed to achieve the goals of the State Waste Management and Recycling Plan. Interest rates on loans are fixed at 8% or 4%, with the lower rate available to projects receiving 50% or more of the financing from sources other than the Authority.

Waste Oil Furnace Loan Program. The Authority will provide an interest rate subsidy to Approved Lenders who make loans to borrowers to purchase and install an approved waste oil boiler or furnace. Loans may be for up to \$5,000 for a term of up to five (5) years. The loan may provide for an interest rate of up to thirteen percent (13%) per annum. The Borrower is required to pay an effective interest rate of three percent (3%) per annum on the loan. The Authority will provide a subsidy in an amount which, when invested by the Approved Lender at an assumed annual return of six percent (5%) per annum, will provide the Approved Lender with an overall return of thirteen percent (13%).

Linked Investment Program for Commercial Enterprises. The Maine Legislature has authorized the State Treasurer to invest up to \$4,000,000 of State funds in financial institutions at reduced interest rates. The financial institutions will use those funds to provide loans to certain commercial businesses at comparably reduced rates of interest. The loans will be approved and made by lenders according to their own policies; the State Treasurer will make compensating investments to the lenders to provide the interest rate savings to businesses on the underlying loans. The Finance Authority of Maine assists the State Treasurer in administering this program.

The purpose of the program is to assist targeted Maine businesses in obtaining loans at lower interest rates while encouraging greater private commercial lending. Those targeted businesses include manufacturers or businesses at least 70% of whose sales or services or products are sold out-of-state.

Export Financing Services. FAME's financial services can help Maine businesses begin or expand their export marketing efforts. Working Capital Insurance from FAME provides additional security to bankers while encouraging greater lending activity for international business. Export Credit Umbrella Insurance, provided by the Export-Import Bank of the United States (Eximbank) and administered by FAME, reduces international credit risk, allows an exporter to offer credit terms to foreign buyers in a competitive market, and offers the opportunity to obtain current cash flow against foreign receivables. With these insurance programs, either FAME or Eximbank becomes responsible for up to 100% of a loan made by a financial institution to the exporter.

Maine Seed Capital Tax Credit Program. In order to encourage equity investments in young business ventures, FAME may authorize State income tax credits to investors in an amount equal to 30% of the cash equity they provide to eligible Maine businesses.

ELIGIBLE BUSINESSES MUST:

- Be for profit and organized as a corporation, partnership, or joint venture.
- Have annual sales in the last 12 month period for which financial statements are available of no more than \$500,000.
- Sell, or project to sell, more than 60% of their goods or services outside of the State.
- Be the full-time professional activity of at least one of the principal owners, each of whom is an individual.
- Not be primarily distribution, construction, transportation, financial services, insurance, or real estate businesses.

ELIGIBLE INVESTORS MUST:

- Own less than 50% of the business for which application for a tax credit is being made. However, investors may participate in the operation of the business.
- Not be a principal owner or an immediate relative of a principal owner.

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ELIGIBLE INVESTMENT MUST:

- Be in cash and used for fixed assets, research and development, or working capital, and not for repayment of equity investment.
- Be at risk in the business, which means the investment is unsecured and unguaranteed and remains in the business for at least 5 years with no interest or dividends paid to the investor during that period.
- Be made only after application for the tax credit.

TAX CREDITS:

- Are available to investors who provide between \$10,000 and \$50,000 per business. There is no limit on the number of businesses in which an investor can invest and for which he receives tax credits.
- Are available for aggregate investments of between \$25,000 and \$250,000 per business.
- Will be authorized in an amount of up to 30% of eligible investments. The credits may be taken over a minimum of 2 years and a maximum of 15 years, and may begin in the year of the investment.

Maine Capital Network. The purpose of the Maine Capital Network (MCN) is to match potential investors with Maine businesses. MCN maintains a confidential data base of investors and business investment opportunities, and matches them based on stated interests and requirements.

Investors complete applications highlighting the type and level of investments that they would like to make, and businesses complete comparable applications regarding the type and level of financing required. FAME then matches by computer the interests of both parties based on the information submitted on the questionnaires. When a match is made the potential investor receives a copy of the business questionnaire. Should additional information be requested, FAME sends a summary business plan which the business has prepared. If the investor wishes to pursue the opportunity, FAME provides the respective names to each party, and FAME's involvement ends, with the exception of a periodic questionnaire to determine if introductions resulted in investments.

MCN investors are required to certify that they are accredited investors as defined in Rule 501 of Regulation D of the Security and Exchange Commission or that they have such knowledge and experience in financial and business matters that they are capable of evaluating the merits and risks of prospective investments, as specified in Rule 506 of Regulation D.

FAME provides only an information service for investors and businesses. FAME does not review the accuracy of information provided to it, advise either party on the prudence of a proposed investment or participate in the negotiations of investment terms.

An application fee of \$200 is charged to investors and a fee of \$100 to businesses for a one year subscription period to cover administrative expenses. Participants may renew subscription indefinitely subject to a renewal fee. FAME receives no other fees, commissions, or remuneration.

Small Business, Veterans and Underground Oil Loan Guarantee Fund Portfolio (As of 6/30/89)

Total Bank Financing Approved in FY 1990	\$10,773,709
Total FAME Guarantees Approved in FY 1990	\$ 7,336,448
Number of Loans Approved in FY 1990	95
Total Bank Principal Balance as of 6/30/90	\$27,538,527
Total Guaranteed Balance & Commitment as of 6/30/90	\$17,215,595
Total Number of Loans Outstanding as of 6/30/90	284

Commercial Insurance & Smart-E Portfolios (As of 6/30/90)

Total Bank Financing Approved in FY 1990	\$ 3,425,000
Total FAME Guarantees Approved in FY 1990	\$ 1,440,000
Number of Loans Approved in FY 1990	8
Total Bank Principal Balance as of 6/30/90	\$38,817,516
Total Guarantee Balance and Commitment as of 6/30/90	\$31,946,258
Total Number of Loans Outstanding as of 6/30/90	0

Moral Obligation Portfolios (As of 6/30/90)

Total Bank Financing Approved in FY 1990	\$ 7,415,000
Total FAME Guarantees Approved in FY 1990	\$ 7,415,000
Number of Loans Approved in FY 1990	8

FINANCE AUTHORITY OF MAINE

Total Bank Principal Balance as of 6/30/90	\$ 24,049,013
Total Guarantee Balance & Commitment as of 6/30/90	\$ 21,277,091
Total Number of Loans Outstanding as of 6/30/90	23
Outstanding Guarantee Balance as of 6/30/90	
Small Business and Veteran Small Business	\$ 17,215,595
Commercial Insurance & Smart-E	\$ 31,946,258
Moral Obligation	<u>\$ 21,277,091</u>
Sub-Total	<u>\$ 70,438,944</u>
State Obligation Bonds Applied to Guarantee Capacity	
Total Outstanding Guarantee Balance	\$ 70,438,944
Total Insurance Availability	<u>\$141,500,000</u>
Insurance Available for New Projects	\$ 71,061,056
Direct Lending Programs as of 6/30/90	
<i>Job Start:</i>	
Total Financing Approved in FY 1990	\$ 259,100
Number of Loans Approved in FY 1990	34
<i>Underground Oil:</i>	
Total Financing Approved in FY 1990	\$ 703,540
Number of Loans Approved in FY 1990	18
<i>Adaptive Equipment:</i>	
Total Financing Approved in FY 1990	\$ 472,828
Number of Loans Approved in FY 1990	40

PUBLICATIONS:

1989 Annual Report of the Finance Authority of Maine
 1988 Annual Report of the Finance Authority of Maine
 1987 Annual Report of the Finance Authority of Maine
 1986 Annual Report of the Finance Authority of Maine
 1985 Annual Report of the Finance Authority of Maine
 1984 Annual Report of the Finance Authority of Maine
 1987 Patterns of Growth in Maine Businesses by Size of Employment
 1986 A Strategy for Investing in the Natural Resources Industries of Maine
 1986 The Natural Resource Industries of Maine—An Assessment and Statistical Portrait
 1986 New Directions in State Financial Assistance to Business
 1986 A Survey of Business Finance in Maine
FAME FORECAST (Newsletter)
 FAME Program Brochures

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, please call or write the Finance Authority of Maine for a copy of their audited annual financial statements ending June 30, 1990.

FINANCE AUTHORITY OF MAINE

ADAPTIVE EQUIPMENT LOAN PROGRAM FUND BOARD

RAYMOND EMOND, JR., CHAIRMAN

Central Office: c/o Finance Authority of Maine, 83 Western Ave., Augusta *Telephone:* 623-3263
Mail Address: P.O. Box 949, Augusta, Maine 04332-0949 *FAX:* 623-0095

Established: 1988

Reference: Policy Area: ; *Umbrella:* 94; *Unit:* 178; *Citation:* 10 M.R.S.A., Sect. 371

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To loan money for the purchase of adaptive equipment which will be used to assist one or more disabled persons to become more independent or a more productive member of the community.

ORGANIZATION: The Board consists of nine (9) members. Seven (7) members are appointed by the Governor and confirmed by the Legislature. Of these, one member must be an experienced commercial lender, one must be a certified public accountant, and the remaining five must have a range of disabilities. The remaining two members are the Commissioner of Human Services or the Commissioner's designee and the Treasurer of State or the Treasurer's designee.

The Board contracts with Alpha One, a community based organization offering services to persons with disabilities, to provide initial assistance to borrowers and a determination of the appropriateness of the equipment to be purchased. The Board contracts with the Finance Authority of Maine to provide administrative assistance, financial analysis and management, and legal counsel.

PROGRAM: The Board administers a program which provides low interest loans to be used to assist one or more disabled persons to become more independent and to be more productive members of the community. Loans may be for up to \$50,000 for a term of up to twenty (20) years. The interest rate on the loans varies from 0% to the prime rate and is determined by the borrower's ability to repay the loan.

Activity. In the past fiscal year, the Board put its program into place and considered seventy (70) applications for loans totalling \$771,641.80 in requests. Of those the Board has closed 40 loans for a total of \$472,828. The average loan size was \$11,023. Loans have ranged in size from \$300 to \$50,000.

Loans have been made to individuals for the purchase of equipment ranging from hearing aids to home modification. Loans have been made for the purchase and adaptation of vehicles, for special computer devices to enable nonverbal persons to communicate, for ramps, wheelchairs and prosthetic devices.

PUBLICATIONS:

Program Brochure (free)

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

MAINE CHOICE ADVISORY BOARD

TIMOTHY P. AGNEW, OFFICER

MIA PURCELL, Director, Maine Education Assistance Division

Central Office: One Weston Court, Augusta

Telephone: 623-3263

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

800-228-3734

Established: July, 1989

Sunset Review Required by: June 30, 2001

Reference: Policy Area: ; *Umbrella:* 92; *Unit:* 524; *Citation:* 20-A M.R.S.A., c. 430-A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Choice Program was established by the Legislature to provide financial assistance to superior students seeking post-secondary education in nursing and allied health occupation

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programs, including nurse practitioner and physician's assistant programs. The program will provide interest-free loans of up to \$2,500 per academic year.

ORGANIZATION: The Maine Choice Advisory Board consists of 10 members, including: the Chief Executive Officer of the Finance Authority of Maine or the chief executive officer's designee, the Director of Health Planning and Development or the director's nominee, the Commissioner of Labor or the commissioner's designee, the Director of the State Planning Office or the Director's designee, a member of the Maine Health Policy Advisory Council appointed by its chair, 2 representatives of the nursing profession appointed by the Governor, 2 representatives of other allied health professions appointed by the Governor and one consumer appointed by the Governor. The Board advises the FAME Chief Executive Officer and FAME Board on operation of the program and the amount of appropriations needed to operate the program, selects the finalists to receive loans and determines underserved regions and subject areas.

PROGRAM: The Maine Choice Program recognizes graduating secondary school seniors and students enrolled in post-secondary education programs who show evidence of academic merit and who are enrolled in nursing programs or programs in allied health occupation programs such as nurse practitioner; and physician assistant programs. Preference is given to students enrolled in a health care program which has been determined by the Board to be in an underserved health care region or subject area.

Those students designated as Maine Choice Scholars by the Advisory Board are entitled to loans of up to \$2,500 per academic year, which loans are automatically renewable for subsequent years provided that the student maintains a minimum grade point average.

The loans are interest free. In addition, borrowers are entitled to forgiveness of 25% of their loans for each completed year of employment in the State in the health care profession in which the student is educated. There is currently no available funding for this program

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

MAINE EDUCATION ASSISTANCE BOARD

DONALD A. KOPP, CHAIRMAN

MIA PURCELL, Director, Maine Education Assistance Division

Central Office: One Weston Court, Augusta

Telephone: 289-2183

Mail Address: Statehouse Sta. # 119, Augusta, Maine 04333

800-228-3734

Established: July 12, 1989

Sunset Termination Starting by: February 1, 1993

Reference: Policy Area: ; Umbrella: 94; Unit: 458; Citation: 10 M.R.S.A., Sect. 1013

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The Maine Education Assistance Board was established as an advisory board to the Finance Authority of Maine Board to provide policy and administrative recommendations for the administration of a comprehensive, consolidated program of financial assistance to Maine post-secondary students and their parents. In addition to operating a variety of grant and loan programs to assist with the costs of higher education, including medical education, the Board is directed to establish a program of outreach and counseling designed to encourage students at the secondary level to aspire to post-secondary education.

ORGANIZATION: The Maine Education Assistance Board consists of seven members including: the Commissioner of Education or the commissioner's designee and six members appointed by the Governor and confirmed by the Legislature. The members must include: a trustee, director, officer or employee of an institution of higher education in the State; a member of a statewide organization representing the chief executive officers of public and private post-secondary institutions; a student financial aid administrator; a guidance counselor at a high school; a representative of a state financial institution that is active in student lending; and a member who represents the interests of the consumers of the program.

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The Board operates in conjunction with the Maine Education Assistance Division established within the Finance Authority of Maine, which provides staff assistance.

PROGRAM: Effective in April, 1990, the Maine Education Assistance Division operates a range of existing programs designed to provide financial assistance to Maine students:

Maine Guaranteed Student Loan Program. This program, consisting of the Stafford Loan Program and the Supplemental Loan for Students Program, provides for loans to students and parents based on financial need. The loans are guaranteed by the State of Maine and the federal government, and payment may be deferred until after the student has been out of school for six months. The loans bear a below market interest rate. The Division processes over \$35,000,000 per year in loans under this program.

Maine Student Incentive Scholarship Program. Through this program, grants are available to Maine residents based on financial need. For Fiscal Year 1991, grants will be \$500 for students attending public institutions and \$1,000 for students attending private institutions.

Blaine House Scholars Program. This program provides interest free loans of up to \$1,500 per year for academically superior high school seniors entering college, college students training to be teachers, and teachers seeking to further their education. The loans may be forgiven at a rate of 25% per year for return service as a teacher in the State.

Douglas and Byrd Scholars Programs. The Division administers two small federal programs with limited funding, one a loan for students training to be teachers and the other a scholarship for exceptional entering freshmen.

PUBLICATIONS:

Program Brochures

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

ADVISORY COMMITTEE ON MEDICAL EDUCATION

JOHN LaCASSE, CHAIRMAN

MIA PURCELL, DIRECTOR, MAINE EDUCATION ASSISTANCE DIVISION

Central Office: One Weston Court, Augusta;

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: May 1978

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 02; Umbrella: 05; Unit: 093; Citation: 20A M.R.S.A., Sect. 11807

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Committee on Medical Education advises the Chief Executive Financial Authority of Maine in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Chief Executive Officer to the Joint Standing Committee on Education for its final approval. Members shall be appointed for a 2 year term. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Chief Executive Officer relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Annual Report — Advisory Committee on Medical Education January 1990.

FINANCES, FISCAL YEAR 1990: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 90.

NATURAL RESOURCE FINANCING AND MARKETING BOARD

SAMUEL G. DAVIDSON, CHAIRMAN

KAREN LAZARETH, Director, Natural Resource Financing and Marketing Division

Central Office: 83 Western Ave., Augusta

Telephone: 623-3263

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Established: 1983

Sunset Review Required by: June 30, 2001

Reference: Policy Area: ; Umbrella: 94; *Unit:* 468; *Citation:* 10 M.R.S.A., Sect. 964

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: The Natural Resource Financing and Marketing Board was established to provide assistance and advice to the Finance Authority of Maine Board and staff in developing programs and policies designed to help natural resource based businesses to expand production and markets, improve product quality and add value to natural resource products.

ORGANIZATION: The Natural Resource Financing and Marketing Board consists of 8 members including the Commissioners of Conservation, Marine Resources, and Agriculture, Food and Rural Resources, and the State Treasurer, along with four public members appointed by the Governor and subject to confirmation by the Legislature.

PROGRAM: In assisting natural resource enterprises, FAME utilizes all of the programs available to businesses generally through FAME, as well as the following programs:

Natural Resource Entrants Guarantee Program. FAME is authorized to guarantee up to 90% of a loan to an eligible borrower made by either a financial institution or the seller of the agricultural or fishing enterprise. The borrower must meet certain eligibility criteria, including a net worth of \$100,000 or less, and the guaranteed amount is limited to \$225,000.

Agricultural Operating Loan Insurance Program. This variation on FAME's loan insurance program is designed to assist agricultural enterprises in obtaining seasonal lines of credit. It is generally used to insure up to 75% of loans to pay the costs of raising a crop, and the term of the loan is tied to the expected time between when the loan is needed and when the crop is sold. The term cannot exceed 15 months, and the maximum loan may not exceed \$250,000.

Natural Resources Capital Investment Program. This program was established to provide assistance to natural resource projects designed to increase the State's capacity to produce, harvest, store, process, distribute, market and improve the quality of natural resource products. The program is authorized to provide direct loans for up to 45% of the costs of such projects, and is designed to leverage other sources of capital. This program does not currently have any loan funds available.

Potato Marketing Improvement Program. Operated by FAME in conjunction with the Department of Agriculture, Food and Rural Resources, the Potato Marketing Improvement Fund (PMIF) provides direct loans to potato growers and packers to construct modern storages, packing lines and sprout inhibitor facilities as part of the industry's plan to improve the quality and marketing of Maine potatoes. The fund provides long-term, fixed rate loans at attractive, below market interest rates, and can

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finance up to 55% of the eligible costs of construction and improvement.

Linked Investment Program for Agriculture. In cooperation with the State Treasurer's Office, the State invests up to \$4,000,000 in financial institutions at reduced interest rates. The financial institutions use those funds to provide operating loans to Maine farmers at comparably reduced rates of interest for up to two years per borrower. The loans are made and administered by the lenders according to their own policies, but with the interest rate savings generated by the State investment. FAME's Natural Resource Marketing and Finance Division assists the State Treasurer in the operation of the program.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine for a copy of their audited financial statements.

PINE TREE PARTNERSHIP FUND BOARD

PROF. RICHARD HILL, CHAIRMAN

CHARLES A. GARON, PROGRAM COORDINATOR

Central Office: 83 Western Ave., Augusta

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Established: 1985

Reference: Policy Area: ; Umbrella: 94; Unit: 483; Citation: 10 M.R.S.A., Sect. 351

Average Count—All Positions: 0

Telephone: 623-3263

FAX: 623-0095

Sunset Termination Starting by: 12/31/90

Legislative Count: 0

PURPOSE: To provide research and development grants to small Maine businesses, advance existing technology or introduce new products into the marketplace.

ORGANIZATION: The Pine Tree Partnership Fund Board consists of seven (7) members as follows: The Chairman of the Finance Authority of Maine or the Chairman's designee; the Director of Energy Resources or the Director's designee; the President of the Maine Development Foundation or the President's designee; a member of the Senate recommended by the President of the Senate and appointed by the Governor; a member of the House of Representatives recommended by the Speaker of the House of Representatives and appointed by the Governor; and two (2) members of the public appointed by the Governor, who shall be knowledgeable and have favorable reputations for skill, knowledge and experience in the development of technological innovation.

The Finance Authority of Maine provides assistance in the administration of the program.

PROGRAM: The Pine Tree Partnership Board periodically solicits proposals for grants. Maine small businesses employing 30 or fewer employees and having a net worth not exceeding \$250,000 may apply for grants of up to \$15,000 in any twelve month period. The applicant must contribute matching funds in an amount equal to the grant to the project. In some instances the Board will accept in-kind services or property in lieu of matching funds. The Board evaluates each application in accordance with several criteria, including: whether the research proposed is reasonably likely to assist in advancing existing technology or introducing new products into the marketplace; whether the research is well designed and capable of producing results; the qualification of the applicant to conduct the research; and the availability of adequate resources to conduct the research.

Activity: In fiscal year 1990, the Pine Tree Partnership Fund Board awarded seven grants. These grants were for projects ranging from the design, construction, and evaluation of an effluent treatment system for a controlled purification plant to the development of a graphite front bicycle fork for all-terrain bicycles.

The Board's follow-up on grants from previous years shows successful use of the grants to access additional funding, and a number of patent applications for products resulting from research conducted with grant funds have been initiated.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine.

MAINE VETERANS' SMALL BUSINESS LOAN BOARD

TIMOTHY P. AGNEW, OFFICER

Central Office: 83 Western Ave., Augusta

Telephone: 623-3263

Mail Address: P.O. Box 949, Augusta, Maine 04332-0949

Established: 1983

Sunset Review Required by: June 30, 2001

Reference: Policy Area: ; *Umbrella:* 94; *Unit:* 216; *Citation:* 10 M.R.S.A., Sect. 964

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Maine Veterans' Small Business Loan Board is to assist the Finance Authority of Maine in providing financial and technical assistance to eligible veterans. The Board is directed to advise FAME on the needs of veterans in the State and recommend ways the Authority might address those needs. Eligible veterans are defined as those residents who served in the United States Armed Forces during any federally recognized period of conflict or who were eligible for an Armed Forces Expeditionary Medal or campaign medal, and who were not dishonorably discharged.

ORGANIZATION: The Board consists of 7 members including the Director of Veterans' Services and six members appointed by the Governor from nominations submitted by the Maine Veterans' Coordinating Committee. Two members of the Board are designated by the Governor to serve on the FAME board.

PROGRAM: The Maine Veterans' Small Business Loan Board is authorized to insure up to 100% of loans of up to \$75,000 from lenders to small businesses owned by veterans. Approvals of 100% guarantees are done by the Board. FAME is authorized to insure up to 85% of loans to eligible veterans, provided that the insurance does not exceed \$250,000. However, when combined with insurance under the Authority's Small Business Loan Insurance Program, an eligible veteran can obtain insurance of up to \$600,000. Veterans are also eligible for all other programs and services of FAME.

The Board is also authorized to provide services to veterans in the form of information on the veterans' loan insurance program as well as information and assistance on seeking business financing generally.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For further financial information, contact the Finance Authority of Maine for a copy of their audited financial statements.

FOREST FIRE PROTECTION

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
JOHN H. CASHWELL, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building

Telephone: 289-2791

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1949

Sunset Review: Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation; the third member is a citizen appointed by the Governor for a term of three years.

PROGRAM: The activities of the Northeastern Interstate Forest Fire Protection Commission during FY 89 included the annual Commission meeting in Massachusetts; a training session on the Incident Command System (ICS) in Rutland, Vermont; a Fire Investigation Course in Fredrickton, New Brunswick; and an ICS course in Bangor, Maine.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

STEVE HASSON, STATE FIRE ADMINISTRATOR

Central Office: Howe Hall, SMTC

Mail Address: Fort Road, So. Portland, Maine 04106

Established: 1959

Reference: Policy Area: 02; Umbrella: 92; Unit: 326; Citation: 20A M.R.S.A., Sect. 9002

Average Count—All Positions: 0

Telephone: 799-7303

Sunset Review: Not Established

Legislative Count: 0

PURPOSE: The Advisory Committee provides the Maine Technical College System and Southern Maine Technical College recommendations for the Firefighter's Training Program in carrying out the administration of section 9001.

ORGANIZATION: The committee consists of 17 members appointed by the Executive Director as follows: one municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; one member from the general public; two members from S.M.T.C.'s Fire Science Craft Committee and two members from E.M.T.C.'s Fire Science Craft Committee.

PROGRAM: The Advisory Committee met 3 times during FY 89. Committee helped draft legislation and advised the staff of MTCS and SMTC Fire Training and Education on a broad range of fire service issues.

Fire Service Training: The Maine Fire Training and Education Program (MFT&E) employs a staff of 3 full-time administrators, 3 full-time secretaries, 3 half-time coordinators, 6 part-time field supervisors, 103 part-time instructors and other part-time personnel as needed for various courses MFT&E offer. During FY 1989-90, training courses were taught in every county of the state. There were 1,666 hours of Local Field Delivery instruction provided to 1,683 firefighters in hands-on firefighting skills and related knowledge, yielding 23,491 student completion hours. In addition, 10 Firefighter Academies, co-sponsored by local Adult Education Programs, provided 635 hours of instruction to 278 firefighters for a total of 17,838 student completion hours. Nineteen Associate Degree courses were given across the state for 855 hours of instruction for a total of 20,565 student completion hours plus 14 fire officer courses, 236 hours of instruction and 5,693 completion hours. National Fire Academy courses in the state provided 60 hours of instruction and 2,148 student completion hours. Industrial Education to local industry was 92 hours of instruction for total student completion hours of 4,937. End testing for local communities in certification was 172 instruction hours. To date, using the regional approach, we have trained 386 certified instructors in six and a half years. Total student completion hours for FY 90 is 80,423.

MFT&E also administers the public education program, "Learn Not to Burn" to teachers and students throughout the state. There are over 60,000 children that have had the program and most of the supplies and audio visual materials are provided free from the Pine Tree Burn Foundation.

MFT&E provides technical assistance to local communities on a limited basis, dealing with fire service related problems. The State Fire Administrator is able to be in daily contact with each of the Deputy Administrators in his/her region and has better supervision in the entire state.

PUBLICATIONS:

1. Fire Ground Hydraulics (Basic)—Free
2. Fire Ground Hydraulics (Advanced)—Free
3. Maine's Fire Chiefs Directory—\$5.00
4. Maine Fire Education and Training Catalog—Free
5. Self-Contained Breathing Apparatus: Guide to Survival — 1985 — \$2.00

FIREFIGHTERS

6. Ground Ladder Student Manual — 1984 — \$2.00
7. Rural Hitch manual — 1984 — \$2.00
8. Pumper Acceptance/Service Testing — 1985 — \$2.00
9. Emergency Response Driving — 1985 — \$2.00
10. Tanker Operation — \$2.00
11. Sprinklers: The Fire Dept. Connection — \$2.00
12. Fire Instructor I — \$20.00
13. Fire Fighter I and II Curriculum — \$20.00
14. Fire Fighter I and II Model Lesson Plan — \$5.00
15. Driver/Operator Curriculum — \$20.00
16. Fire Fighter I Student Manual — \$15.00
17. Fire Fighter II Student Manual — \$15.00
18. Fire Command—Student Manual — \$10.00

FINANCES, FISCAL YEAR 1990: 20-A MRSA Sect. 9002, provides that expenditures of this unit shall be borne by the Maine Technical Colleges—Board of Trustees and are, therefore, included in its financial display.

FOREST FIRE ADVISORY COUNCIL

CLIFFORD SWENSEN, CHAIRMAN

Mail Address: c/o Maine Forest Service, Division of Forest Fire Control, Statehouse Sta. #22,
Augusta, Maine 04333

Established: 1984

Reference: Policy Area: 05; Umbrella: 92; Unit: 456; Citation: 12 M.R.S.A., Sect. 9621

PURPOSE: The council reviews the annual reports of the Forest Fire Control Division, the annual accounts of the forest fire control program and the proposed budget for forest fire control. It began reviewing the financing, organization, administration, and delivery of state forest fire control services, including local capabilities for forest fire control, alternative methods of forest fire prevention and suppression, and identifying the most modern, cost effective and efficient method for providing forest fire control services within the State, utilizing and coordinating local resources, to protect the state's important forest resource. It made recommendations to the department and the Legislature regarding changes in these areas.

ORGANIZATION: The Governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association; one member is a municipal official; four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State, and 2 represent landowners in the unorganized portion of the State; one member represents a forest related tourist industry; and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, Chapter 366.

PROGRAM: The Advisory Council met twice to be updated on changes and to provide constructive input. Regular bi-annual meetings are planned for September and March.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

WALTER MOULTON, CHAIRMAN
ROBERT O. LENNA, Executive Director

Central Office: 286 Water Street, Augusta, ME
Mail Address: P.O. Box 2268, Augusta, ME 04338

Telephone: 622-1958

Established: 1971

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 94; Unit: 336; Citation: 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 3

Legislative Count: 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in both short and long term tax-exempt financing for the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligations of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is based on a schedule as follows: (calculated on amount borrowed)

1st \$1,000,000	—	\$1,500
Next \$10,000,000	—	\$1 per \$1,000
Next \$10,000,000	—	75¢ per \$1,000
Thereafter	—	50¢ per \$1,000

A fee of 1/10 of 1% of original amount of bond issue is charged annually.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL SOCIETY

ELIZABETH J. MILLER, DIRECTOR

Central Office: 485 Congress St., Portland

Telephone: 774-1822

Mail Address: 485 Congress St., Portland, Maine 04101

Established: 1822

Note: Sunset Review conducted by Audit and Program Review Committee in 1986-87; L.D. 1406 authorized continuation of appropriation.

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It devotes its resources to the discovery, identification, collection, preservation and interpretation of materials which document the history of Maine and its people.

ORGANIZATION: Just two years after Maine achieved statehood, the Legislature passed a bill incorporating the Maine Historical Society in 1822 to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in the first Statehouse in Portland.

During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing Society collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th century.

Through the energetic efforts of civic leader, philanthropist, and scholar James Phinney Baxter, the Society moved its collections and many of its programs to Portland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901 the Society opened the Wadsworth-Longfellow House, left to the Society through the bequest of Anne Longfellow Pierce. The House, childhood home of famed poet Henry Wadsworth Longfellow, was Maine's first historic site museum. On February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters and library at 485 Congress Street, adjacent to the Wadsworth-Longfellow house.

Today, the Society's organization stretches throughout Maine. Its Editorial Office for the *Quarterly* and special publications is at the University of Maine at Orono. The Society's Trustees and membership are active in historical groups around the State. Staff members participate in a wide range of collaborative efforts in the State and New England region, including the Maine Association of Museums, the Maine Library Association, Maine Historical Records Advisory Board, the New England Archivists, Committee for a New England Bibliography, Portland's Four-Sites Association, the New England Studies Program, University of Southern Maine, the New England Museum Association, and the Society of Maine Archivists.

PROGRAM: The MHS Collections, educational programs, and publications support the study and teaching of state and community history. Activities in the last year followed the guidelines and priorities identified in the 1988 Master Plan, specifically addressing collections management needs, personnel development and compensation, and governance structure.

COLLECTIONS. Library. The Library includes approximately 65,000 books, pamphlets, newspapers, scrapbooks, and clipping files on all aspects of Maine's social, economic, cultural, and political development. During FY-1990, the Society added 300 items to the Library, 80% of which were acquired by donation. Acquisitions included a wide variety of materials on community history and genealogy, an extensive collection of yearbooks from high schools, normal schools, and colleges, and the library of the Masonic Grand Lodge.

During FY-90, the Society continued the special conservation initiative begun in FY-89 for its Map Collection, including a first-ever inventory and preparation of a card catalog. It also initiated an inventory of its own newspaper collection as well as holdings at other libraries in the State in preparation for a microfilming project.

Manuscripts and Special Collections. In addition to the library of published materials, the Society maintains the State's foremost collection of manuscripts and special materials. The collection of approximately 2 million items spans the 16th to 20th centuries and includes the personal papers of many of Maine's civic and business leaders, early proprietary and town records, diaries and journals, account books and related business records, and genealogical research collections. The collection also includes

manuscript maps and land surveys, architectural and engineering drawings, photographs and photographic materials, prints, and broadsides.

Key acquisitions in FY-1990 included materials from the 18th to 20th centuries, such as papers from Neal Dow, J.S. Brown business and family, the Deering-Noyes family, early 19th century deeds and letters from Houlton, materials from the Maine Central Railroad, Wadsworth-Boston architectural drawings and related papers, and an extensive number of photographs, postcards, stereographs, and theater programs.

With the support from the Maine State Library Commission and the Daveis Benevolent Fund, the Society undertook a conservation project of approximately 100 manuscript maps from the Pejepscot Company Collection, dating from the 17th and 18th centuries.

Museum Collections. The Society also maintains an extensive collection of Maine artifacts and original works of art, including more than 200 paintings, as well as sculpture, furniture, glassware, metalware, samplers, costumes, and other textiles, military and naval artifacts, and ethnographic materials.

During FY-1990, the Society acquired by bequest an oil painting of the "Melissa Trask," by the popular Maine marine artist William P. Stubbs. It also purchased several items documenting the early 20th century tourist industry in Maine.

To continue its improvement in collections management, the Society initiated a comprehensive research and documentation project for the Museum Collection, in order to ascertain specific acquisition circumstances, to evaluate historical content, and to identify long-term storage and conservation needs. With the support of a grant from the Maine Charity Foundation, new storage for the painting collection was built.

Collections Use. During FY-1990, use of the collections grew by approximately 25% over the previous year. Four thousand individuals consulted the collections in person; staff answered an additional 2000 mail inquiries and 2375 telephone inquiries. Research topics included genealogy, military history, rural life and foodways, 19th and 20th centuries land use practices, political biography, architectural history and historical preservation. The collections were consulted by private individuals, students, museum curators, college professors, journalists, architects, business people, and members of the media. State agencies served included the Maine State Museum, the Maine State Archives, the Maine State Library, the Maine Historic Preservation Commission, the Department of Parks and Recreation, and the Maine State Legislature.

Wadsworth-Longfellow House. The Wadsworth-Longfellow House, a National Register Historic Landmark, provides a focal point for the Society's educational programs. Built in 1785-86 by Revolutionary War General Peleg Wadsworth, the childhood home of poet Henry Wadsworth Longfellow is used to teach 19th century American cultural history and Portland regional history. More than 10,000 visitors toured the historic Maine home during the regular summer season (June through mid-October) and special December holiday open house. The latter event, "Holidays at Henry's," presented the evolution of 19th century New England winter holidays, featuring displays of Thanksgiving, Christmas, and New Year's Day customs. Approximately 1000 schoolchildren from southern Maine visited the House free-of-charge during special tours in April, May and June. During FY-1990, the staff developed a new pre-visit curriculum packet, including a slide show and script and initiated work on a "travelling trunk" program. The Society continued its participation in the consortium of four Portland historic sites. In addition, the Society participated in the annual Portland Chamber of Commerce's "Resident Tourist Day" in May.

During FY-1990, the Board of Trustees adopted as a matter of policy the recommendations of the 1988 Historic Structure Survey, that the House be restored to the late 19th century, reflecting its appearance when Anne Longfellow Pierce gave the House to the Historical Society in 1901. Priorities for maintenance and restoration and guidelines for furnishings and interpretation are now in place, planning for repairs, additional acquisitions, repainting, and new wallpaper have begun.

Exhibitions. During FY-1990, the staff organized displays in the Library on George Washington, Abraham Lincoln and other presidential memorabilia; the 19th century Shaker communities in Maine; and Maine's turn-of-the-20th century tourism industry. The Society continued its active loan program, making collections available for exhibitions during FY-1990 at the Metropolitan Museum of Art (New York City), New England Quilt Museum (Lowell, Mass.), York Institute-Dyer Library (Saco), Maine State Museum, Fifth Maine Regiment Building (Peak's Island, Portland), George Tate House (Portland), Snow Squall Museum (South Portland), Fort Western Museum and Lincoln County Cultural and Historical Association (Dresden).

Other Educational Programs. Lectures, workshops, tours, and special events during FY-1990 broadened educational activities and technical support efforts.

HISTORICAL SOCIETY

The annual lecture series presented "Shaker Life: Views From Within and Without," examining aspects of everyday life, religious outlook, and aesthetic values. The series was supported by grants from Society members and the Maine Humanities Council.

The Society's 168th Annual Meeting was held at the Shaker Museum and Shaker Library, Sabbathday Lake.

The Society held a workshop on organizing family papers, a slide show-walking tour on the John Calvin Stevens Collection of architectural drawings, and participated in the annual Maine Coast Heritage Week.

During FY-1990, the Society participated in the organization of Maine National History Day, a program for students throughout Maine in grades 6-12, for which this year's theme was "Science and Technology in History." The staff advised students in topic development and research and assisted in organizing the State National History Day competition in April at St. Joseph's College, Windham.

The Society also participated in the formation of two new statewide organizations dedicated to providing technical support, the Maine Association of Museums and the Society of Maine Archivists.

Finances and Fundraising. Operating expenses have continued to expand annually as improvements have been made in collections management, personnel compensation and development, and programs. The Society's own fiscal year runs from October 1 through September 30. During the most recently completed fiscal year (October 1, 1988-September 30, 1989), expenses exceeded income by approximately \$28,661, expenses totalling \$392,534. Income is derived from a variety of sources: membership dues and donations, endowment income, admissions, foundation support, special events, state appropriation, and publication and museum shop sales. During FY-1990, the Society inaugurated sales of limited edition reproductions of two paintings in its Museum Collection. The chief sources of operating income are the endowment income, membership dues, and the Annual Giving Fund, the latter two drawing upon the support of approximately 2500 individuals and businesses throughout the State of Maine.

PUBLICATIONS:

During FY-1990, the Society continued its publication of the *Maine Historical Society Quarterly*, with articles on the "Development of the Maine Constitution," political party leadership in "Tidewater Maine, 1843-53," 19th century Portland stove manufacturer Nathan Winslow, the Maine Democratic Party in the 1850's, and "Maine Lobsterman and the Labor Movement." Richard Wescott and David Vail received the James Phinney Baxter Award for their Fall 1988 article "The Transformation of Farming in Maine, 1940-1985."

Previous Maine Historical Society publications which are still in print include:

Maine in the Early Republic, edited by Charles Clark and James Leamon, \$31.45.

Maine in the Age of Discovery, Roger Howell, Jr., and Emerson Baker, \$14.00.

New Men, New Issues: The Formation of the Republican Party in Maine by Richard Wescott, \$10.00.

Canals and Inland Waterways of Maine by Hayden L.V. Anderson, \$10.00.

The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643, edited by Robert E. Moody, \$10.00.

The Maine Bicentennial Atlas (\$6.00) and various bibliographical guides (\$4.00).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
MAINE HISTORICAL SOCIETY						
EXPENDITURES						
Grants—Subsidies—Pensions	29,786	29,786				
TOTAL EXPENDITURES	29,786	29,786				

MAINE HISTORICAL RECORDS BOARD

JAMES S. HENDERSON, STATE COORDINATOR

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Reference: Policy Area: ; Umbrella: 92; Unit: 533A; Citation:

PURPOSE: The Maine Historical Records Advisory Board (MHRAB) was created by Executive Order in 1989, in accordance with the National Historical Publications and Records Commission (NHPRC) statutes and regulations to address historical records issues of statewide concern. The Board has responsibility for promoting the NHPRC grant program, including assisting applicants, developing proposals, and reviewing grant applications; monitoring legislation concerning public or historical records administration; providing leadership and coordination among existing archives and records management institutions; sponsoring and encouraging educational and public awareness programs relating to historical records; promoting the publication of historical records.

ORGANIZATION: The Maine Historical Records Advisory Board was created in 1989 to provide advice for state historical projects records and to make funding recommendations to the National Historical Publications and Records Commission.

It consists of from seven to eleven members appointed by the Governor for three year, renewable terms. The majority of the members shall have experience in the administration of historical records or in a field of research or activity which makes extensive use of historical records. The Maine State Archivist and the Director of the Maine Historical Society shall be members, and, as required by NHPRC regulation, one of them is appointed by the Governor to act as MHRAB State Coordinator serving a renewable four year term. The Maine State Archives serves as fiscal agent for the MHRAB. Board members serve without compensation.

PROGRAM: In its first full year of existence, the Maine Historical Records Advisory Board was awarded a grant from the NHPRC to conduct an assessment of Maine's historical records. After completing a statewide survey of Maine's historical records repositories, the Board will recommend action to be taken in order to improve the care of Maine's historical records. The condition of records at both the state and local government levels will also be evaluated and recommendations made. The Board has also reviewed two NHPRC grant applications.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL RECORDS ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	9,786				9,786	
TOTAL EXPENDITURES	9,786				9,786	

DISPLACED HOMEMAKERS ADVISORY COUNCIL

GILDA E. NARDONE, DIRECTOR

Central Office: 20 Union Street, Augusta
Mail Address: 20 Union Street, Augusta, Maine 04330

Telephone: 289-3431

Established: October 1977

Sunset Review: Not Established

Reference: Policy Area: 04; Umbrella: 92; Unit: 390; Citation: 26 M.R.S.A., Sect. 1604

Average Count—All Positions: 0

Legislative Count: 0

ORGANIZATION: The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine System. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 337
1-800-442-2092, ext. 337
Gilda E. Nardone, Director

PROGRAM: In FY 90, the Maine Displaced Homemakers Program continued to offer a full range of pre-training/pre-employment services through a statewide toll-free resource line, twelve regional Resource Centers, and an additional ten rural outreach locations around the state.

Over 1,000 individuals, including an increasing number of ASPIRE participants, were served by the Program through intake assessment, information and referral, training courses and workshops, support groups, placement assistance, and follow-up services. New Program initiatives included expanding divorce information and advocacy resources, piloting a rural community economic analysis and planning workshop series, developing specialized outreach and financial management services for older displaced homemakers, and broadening public information activities, including release of "The More Thing's Change..." which is a new report on displaced homemakers and single parents based on the Census Bureau's 1989 Census Population Survey.

The Program continued to work collaboratively with a wide range of human service, education and training, employment, economic development, and advocacy organizations on a community, state, regional, and national level. Staff provided technical assistance and training to agencies and businesses in a variety of topic areas, including linking women's employment training with economic development, rural outreach and service delivery strategies for Vermont providers, and our computerized Management Information System to program staff around the country. Director Gilda Nardone was elected to the President-Elect position of the National Displaced Homemakers Network's Governing Board.

PUBLICATIONS:

Single copies of "Venturing Forth: A Guide for Women Considering Starting a Small Business" and the Program's Annual Report are available free of charge. The Program's New Ventures Entrepreneurship Training was included as a Self Employment Option in *Job Training for Women: The Promise and Limits of Public Policies*.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Displaced Homemakers Program
University of Maine at Augusta

All Other

\$538,713

MAINE HOSPICE COUNCIL

GERALD R. DUBE

Central Office: 283 Water St., Rm. 12, Augusta
Mail Address: 283 Water St., Rm. 12, Augusta, Maine 04330
Established: 1984
Reference: Policy Area: ; *Umbrella:* 99; *Unit:* 516; *Citation:*

Telephone: 626-0651

PURPOSE: The purpose of the Maine Hospice Council is to provide technical and administrative support to the states 23 hospices. The support takes the form of educational training programs for hospice volunteers and health care workers as well as advocacy, oversight in standards of care, ethical guidelines of care, certification assistance and assistance in growth and development.

ORGANIZATION: The Maine Hospice Council is an entity of the state of Maine created by statute. It is comprised of a membership of all hospices in the State of Maine (23). The council is overseen by a volunteer board of directors comprised of 13 members, these include 8 direct service provider representatives, one attorney, one accountant, one representative from the state of Maine division of Licensing and Certification, one other State Agency representative and one representative of a third party payor organization in Maine.

The full council is represented by members of all 23 hospices and the board of directors. The council is staffed by one full-time director and one part-time secretary.

PROGRAM: During the past year the Maine Hospice Council successfully completed a program to train volunteers in the care of people with AIDS. We also distributed throughout the state a comprehensive manual on caring for people with AIDS in the home.

In March the Council held an educational workshop for hospice coordinators to assist them in board development, fund raising, and medicare certification procedures.

In May, at its annual meeting the Maine Hospice Council held an educational forum on development of medical support systems for the terminally ill in the United States.

Development: In a recently completed assessment the Maine Hospice Council discovered that nearly 1500 referrals are made to hospices in our state each year. In this past year the number of referrals has increased by approximately 200 across the state.

In a recently submitted 'White Paper' to the Commissioner of Human Services the Council highlighted the need for the promulgation of State Medicaid regulations to facilitate the development of more in-patient hospice facilities. The Commissioner has set up a State Committee to evaluate the White Paper's recommendations.

Support: Throughout the year the Council office has provided a variety of technical and support functions to the local area hospices. These range from administrative assistance to assistance with resource and training materials.

PUBLICATIONS:

Standards of Hospice Care—Free
Maine Hospice Guide—Free
AIDS—A Self Help Manual—Free (while they last)
Ethical Guidelines Manual for the Terminally Ill—\$7.00

FINANCES, FISCAL YEAR 1990: 22 M.R.S.A., Chapter 1680, Sect. 2—1989 provides that expenditures of this unit, which amounted to \$61,500 in FY 89-90, shall be borne by DHS and the General Fund and are, therefore, included in its financial display.

HOUSING AUTHORITY

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

DANA HUOT, PRESIDENT

E. SHIPPEN BRIGHT, VICE-PRESIDENT

Incoming WATS: 1-800-452-4603 (TDD)

Incoming WATS: 1-800-452-4668 (Voice)

Central Office: 295 Water Street, Augusta

Telephone: 626-4600

Mail Address: P.O. Box 2669, Augusta, Maine 04338-2669

FAX: 626-4678

Established: 1969

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 99; Unit: 345; Citation: 30 M.R.S.A., Sect. 4602

Average Count—All Positions: 21

Legislative Count: 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 21 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: The Board meets quarterly. The Board was very active in the formulation of the Housing Opportunities for Maine (HOME) Program. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

HOUSING AUTHORITY

MAINE STATE HOUSING AUTHORITY

DWIGHT A. SEWELL

Incoming WATS: 1-800-452-4603 (TDD)

Incoming WATS: 1-800-452-4668 (Voice)

Telephone: 626-4600

Central Office: 295 Water Street, Augusta

Mail Address: P.O. Box 2669, Augusta, Maine 04338-2669

FAX: 626-4678

Established: 1969

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; Umbrella: 99; Unit: 346; Citation: 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 65

Legislative Count: 0

Organizational Units:

Office of the Director

Finance

General Counsel

Management

Home Ownership

Development

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th commissioner is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 90, it continued its position as one of the state's largest financial institutions. By year-end 1989, the Authority had assets of \$951,008,761, and fund balances of \$100,783,153.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1989 received from the Federal Government \$40,289,739 in Section 8 rent supplement funds. The subsidies, received from HUD, are applied among newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. At the end of 1989, the Authority had 7,400 such units occupied in approximately 200 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the Federal government. During 1984 the Authority started the Rental Loan Program which has provided financing for more than 1,000 apartment units in new or substantially rehabilitated buildings. The Authority also operates an important single family loan program, providing low interest rate loans to low and moderate income families. The program has helped 20,000 families buy a home, including more than 13,000 buying their first homes since 1982.

The Authority has also implemented the Housing Opportunities for Maine (HOME) Program. This program combines dedicated receipts from a portion of the real estate transfer tax which is used only for program, not administrative, funding with the Authority's tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or improvement loans, homeless shelters, and a variety of other housing programs for low and moderate

HOUSING AUTHORITY

income Maine people. The program in 1989 used a total of \$5.8 million in funds, and generated \$136.5 million in low-interest rate housing loans to help 3,000 Maine households.

During 1990 the MSHA will begin programs financed through General Obligation bonds; these programs will help purchase land for affordable housing, preserve existing low-income housing, and help house developmentally disabled people.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to "promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1973-1989 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1989 C, forty-one total issues).

"Maine Housing News"

Homebuyers Handbook

Maine Rental Housing Guide

Housing Programs for Maine People

Various program brochures

For availability, contact the Authority.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see the Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

MAINE HUMAN RIGHTS COMMISSION

BETH I. WARREN, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333

Telephone: 289-2326

Established: 1971

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 94; Unit: 348; Citation: 5 M.R.S.A., Sect. 4561

Average Count—All Positions: 15

Legislative Count: 11.0

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine; to keep in review all practices and their causes infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and to prevent discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and in employment, discrimination on account of age; and in housing, discrimination on account of source of income and familial status; and in the extension of credit, on account of age, race, color, sex, marital status, ancestry, religion or national origin; and in education, discrimination because of sex, physical or mental handicap and national origin. The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right under the Worker's Compensation Act or retaliation under the Whistleblower's Act.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 89-90, 721 new complaints were filed with the Maine Human Rights Commission. In addition, 410 complaints were carried over from the previous fiscal year. During fiscal year '90, the Commission closed 619 cases, leaving a total of 512 cases active at year end.

Of the 619 cases closed by the Commission, 165 resulted in pre-determination settlements; 144 were administratively dismissed; and 310 resulted in Commission determinations. Of these determinations, 34 were reasonable grounds findings and 276 were no reasonable grounds findings. Due to efforts to resolve cases prior to a finding, complainants received over \$517,668.00 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission continued to review Affirmative Action plans during fiscal year '89 for employers in Maine.

Litigation. The Commission is represented in the courts of the State of Maine by the Commission Counsel. The Department of the Attorney General may, at the request of the Commission, represent the Commission in selected cases.

Fifteen cases were referred for litigation and five were filed in Superior Court during fiscal year 89-90. Five cases in litigation were closed during the 89-90 fiscal year as a result of settlement. There are presently eleven cases in litigation.

Public Education and Information. The Commission continues to speak to groups upon request in an effort to educate people about the provisions and remedies under the Maine Human Rights Act.

HUMAN RIGHTS

During the last fiscal year, Commission staff made one hundred twenty (120) presentations. The majority of those were to employers' groups and civic organizations.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law. The Commission has contracts and worksharing agreements with the Equal Employment Opportunity Commission; Department of Housing and Urban Development; Department of Education, Office of Civil Rights; and the U.S. Department of Labor, Bureau of Apprenticeship Training. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, the Maine Commission for Women, ALPHA-1, and the Governor's Committee on Employment of People With Disabilities.

PUBLICATIONS:

- Procedural Regulations
- Employment Regulations & Poster
- Pre-Employment Inquiry Brochure
- Fair Housing Brochure & Poster
- Pregnancy Brochure
- Sexual Harassment Brochure
- Equal Educational Opportunity Regulations/Procedural Rules
- Public Accommodation Regulations Relating to Handicap Discrimination in Public Conveyances
- Accessibility Requirements for Public Accom. and Places of Public Employment

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	430,899	320,514			110,385	
Health Benefits	38,071	26,685			11,386	
Retirement	86,333	63,613			22,720	
Other Fringe Benefits	2,408	1,539			869	
Other Contractual Service	124,730	47,058	834		76,838	
Rents	1,013	1,013				
Commodities	5,380	5,267			113	
Equipment	610	319			291	
Transfers to Other Funds	14,654		52		14,602	
TOTAL EXPENDITURES	704,098	466,008	886		237,204	

DEPARTMENT OF HUMAN SERVICES

ROLLIN IVES, COMMISSIONER

Central Office: Human Services Bldg., Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2736

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 2,763

Legislative Count: 1445.5

Organizational Units:

Bureau of Health
 Bureau of Rehabilitation
 Bureau of Income Maintenance
 Bureau of Child & Family Services
 Bureau of Maine's Elder and Adult Services
 Bureau of Medical Services

Office of Management and Budget
 Office of Public and Legislative Affairs
 Office of Attorney General (DHS)
 Office of Alcoholism and Drug Abuse Prevention
 Office of Administrative Hearings
 Office of Vital Statistics
 Office of Emergency Medical Services
 Alcohol and Drug Abuse Planning Committee
 Office of Dental Health

PURPOSE: To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in social and rehabilitation services, income maintenance, public health and medical services in order to accomplish its mission.

ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Office of Administration was formed. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, has been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

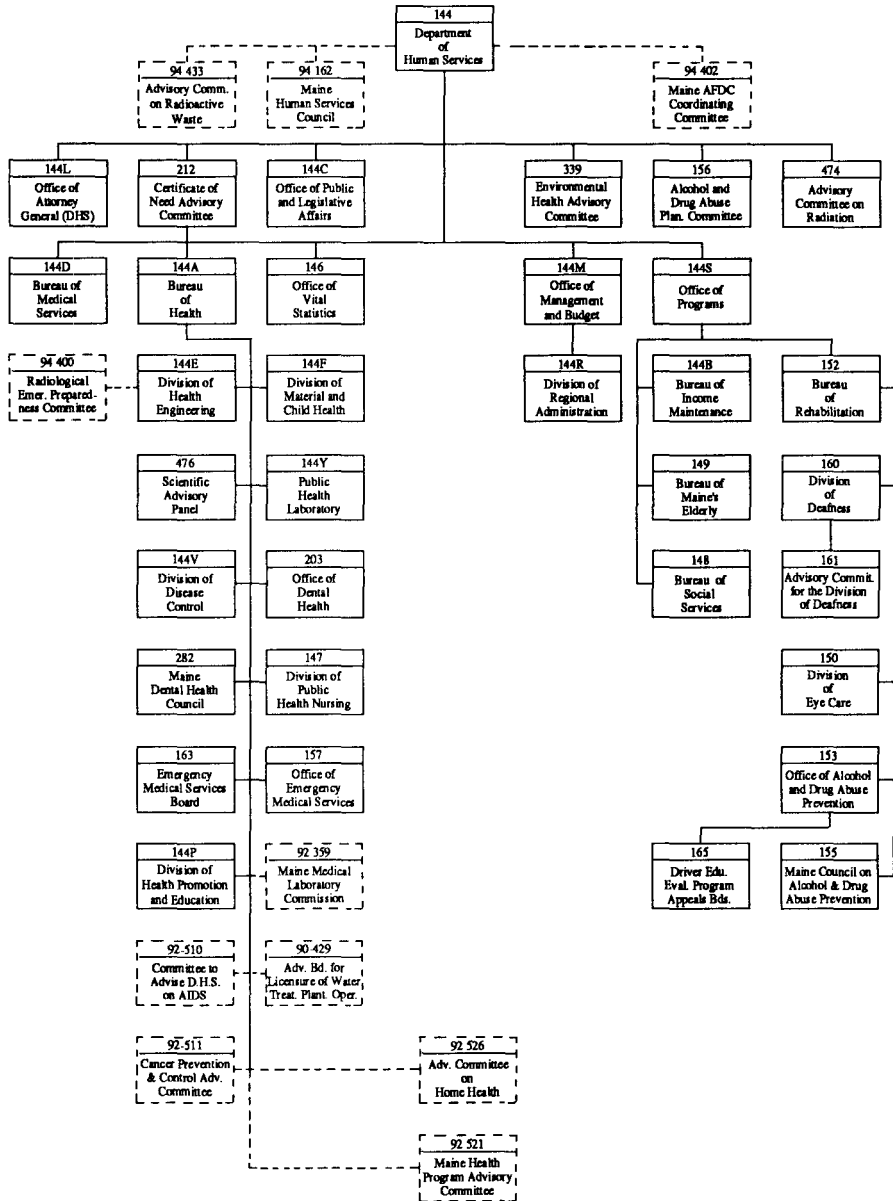
Since 1931 there have been gradual changes in the Department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices. In addition, the Commissioner has assigned to his office an Office of Attorney General, an Office of Public and Legislative Affairs, and an Office of Alcoholism and Drug Abuse Prevention.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Social Services, Income Maintenance, Medical Services, and Maine's Elderly. The other Deputy Commissioner is responsible for the Department's overall administration, including the Staff Education and Training Unit, the Division of Regional Administration, the Division of Personnel, Division of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject

HUMAN SERVICES

ORGANIZATIONAL CHART DEPARTMENT OF HUMAN SERVICES UMB 10



Approved by the Bureau of the Budget

HUMAN SERVICES

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	60,141,970	31,660,777	2,301,459		26,179,734	
Health Benefits	5,602,414	2,869,790	223,399		2,509,225	
Retirement	11,758,454	6,203,886	450,045		5,104,523	
Other Fringe Benefits	516,375	243,100	23,838		249,437	
Computer Services—Comm	59		59			
Computer Services—State	3,588,603	1,483,167	182,059		1,923,377	
Other Contractual Service	19,858,370	11,288,603	646,387		7,923,380	
Rents	4,532,060	2,277,699	62,697		2,191,664	
Commodities	1,238,154	516,482	175,684		545,988	
Grants—Subsidies—Pensions	629,259,686	218,778,256	37,565,644		372,915,786	
Buildings and Improvement	5,482		5,482			
Equipment	321,839	72,354	136,980		112,505	
Interest—Debt Retirement	11,686	6,005	383		5,298	
Transfers to Other Funds	1,211,864	143	82,300		1,129,421	
TOTAL EXPENDITURES	738,047,016	275,400,262	41,856,416		420,790,338	

HUMAN SERVICES

to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the Department has contracts for services.

Office of Public and Legislative Affairs: The function of the Office of Public and Legislative Affairs is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of a department-wide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the Department; and to maintain audio-visual equipment inventories for department-wide use.

Office of the Attorney General (DHS): The primary function of the Office of (the) Attorney General is to provide legal services to the Department and represent the Department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the Department in child custody and adult guardianship actions; representing the Department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the Department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Alcoholism and Drug Abuse Prevention: The primary function of this office is to develop and implement strategies to prevent alcohol and drug abuse in the State of Maine.

Office of Administrative Hearings: This office conducts all hearings of appeals of Departmental decisions or actions. It renders binding decisions on behalf of the Commissioner except for certain cases where its findings are advisory to the Commissioner.

Office of Vital Statistics: This office maintains the State's vital records system and prepares various statistical summaries of demographic, health, or social service information.

Office of Emergency Medical Services: This office is responsible for statewide planning and coordination of emergency medical services and for the licensing of emergency medical technicians and services.

Alcohol and Drug Abuse Planning Committee: The committee is responsible for coordinating the substance abuse activities of the Department of Human Services, the Department of Educational and Cultural Services, the Department of Mental Health and Mental Retardation and the Department of Corrections.

PUBLICATIONS:

Newsquarter, a quarterly report.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from the Department's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants, Subsidies—Pensions	60,610	60,610				
TOTAL EXPENDITURES	60,610	60,610				

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE

JOHN ATWOOD, COMMISSIONER OF DPS, CHAIRMAN
DONALD LUND, Ph.D., Planning Director

Central Office: 71 Hospital Street, Augusta, State House Station #11
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2595

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 03; Umbrella: 10; Unit: 156; Citation: 22 M.R.S.A., Sect. 7131

Legislative Count: 7

PURPOSE: The Alcohol and Drug Abuse Planning Committee (ADPC) was established by the 111th Maine Legislature to improve the scope and quality of planning for alcohol and drug abuse services, to balance the interests of different client groups and departmental programs, and to establish a source of firm leadership and coordinated decision-making.

ORGANIZATION: The Alcohol and Drug Abuse Planning Committee (ADPC) is comprised of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. The Commissioner of Public Safety was added as a member by the 113th Legislature and is currently the Chairman of the ADPC. The ADPC is staffed by a director and small planning staff who are responsible for the planning, monitoring, evaluation, and coordination of Maine's alcohol and drug abuse service system. The staff (3) of the management information system for substance abuse is also located in this office.

The 114th Maine Legislature established a new Office of Substance Abuse (P.L. 1989, c. 934 "AN ACT to Establish the Office of Substance Abuse") which combines the staff and functions of the ADPC with the staff and contracting, evaluating, fiscal and prevention functions of the Office of Alcoholism and Drug Abuse Prevention (OADAP). This consolidation will take place July 14, 1990, and the new Office will be part of the Executive Department.

PROGRAM: P.L. 1983, c. 464, "AN ACT to Provide for the Development of a Centralized Coordinated Planning and Evaluation Process for State Alcohol and Drug Abuse Activities," created the Alcohol and Drug Abuse Planning Committee and established the following mandated responsibilities:

1. **Coordination** of all alcohol and drug abuse prevention, education, treatment, and research activities in the State; and liaison among the branches of State Government and their agencies.

2. **Supervision** of the planning of alcohol and drug abuse services by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation; and preparation and submission of the following documents to the Legislature:

- A. An annual report containing an evaluation of the past year's progress toward obtaining established goals and objectives and recommended allocations from the Prevention, Education, Treatment and Research Fund for the coming fiscal year.

- B. A biennial comprehensive State alcohol and drug abuse service plan.

- C. By January 15, 1987, and every fourth year thereafter, an assessment of the costs related to alcohol and drug abuse in the State and an analysis of the service needs.

3. **Establishment** of uniform data standards to be used by all alcohol and drug abuse programs receiving State funds and the collection/analysis of the information collected.

4. **Development** of recommendations to the branches of State Government regarding alcohol and drug abuse activities, policies, and priorities.

5. **Review** of all proposed legislation, activities, plans, policies, and administrative functions of other State agencies relating to alcohol and drug abuse.

The ADPC completed the following Alcoholism Prevention, Education, Treatment and Research Fund reports/documents in FY 90.

1. FY '89 Progress Report (12 months 7/1/88-6/30-89) (1/90).

2. A Management Information System for Maine's Alcohol and Drug Abuse Treatment System (Revised) (12/89).

3. The Third Blaine House Conference on Alcohol and Other Drug Abuse: Substance Abuse in the Workplace (12/89)

HUMAN SERVICES

The Framework for Identifying and Recording Direct Service Needs/Priorities Document (7/84) designed to provide the basis for the planning and evaluation requirements of the ADPC continues to be the basic ADPC planning document. The focus of this document is upon the use of common system terminology (e.g., service/program characteristics and client populations) and methods for recording projected/actual outcomes (e.g., target population(s), number of clients to be served and costs).

The Framework was used by local groups (service providers, consumers, and interested citizens) to identify and prioritize regional service needs. The Framework design served as the basis of the format used for the FY 89 Progress Report, and other documents listed above. Thus, the basis of the mandated biennial planning cycle (including periodic needs assessments, statements of service goals, allocation plans, and performance measures) has been designed and implemented.

P.L. 1983, c. 464, also expanded the membership and role of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. Working with the ADPC, the Council during the past fiscal year focused its efforts in three primary areas (1) networking (evolved into active support for the new Office of Substance Abuse legislation), (2) adolescent services, and (3) countermeasures to alcohol advertisements, esp. alcohol advertising subtly directed toward adolescents.

The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the ADPC.

PUBLICATIONS: (all free)

1. A Framework for Identifying and Recording Direct Service Needs/Priorities in Maine's Alcohol Prevention and Treatment System for FY 86 and FY 87 (7/30/84)
2. Drug Abuse in Maine (4/87)
3. A Survey of Private Sector Management and Labor Concerning the Impact of Workplace Alcohol and Illegal Drug Use/Abuse Upon Work Performance and the Value of Related Workplace Referral and Treatment Programs (11/86)
4. The First Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/87).
5. The Second Blaine House Conference on Alcohol and Other Drug Abuse Prevention, Education, Treatment and Law Enforcement (11/88).
6. Regional Assessment of Maine's Alcohol and Drug Abuse Prevention, Education, Treatment, Law Enforcement/Corrections and Dual Diagnosis Needs and Priorities (8/88 and 9/88).
7. FY '89 Progress Report (12 months 7/1/88-6/30/89) (1/90).
8. An Overview of the Results of The Advisory Committee Recommendations, A National Survey and Other Activities Concerning The Feasibility of a Statewide OUI First Offender Model Program and a Detention/Rehabilitation Center for the Chronic OUI Offender (1/89).
9. A Management Information System for Maine's Alcohol and Drug Abuse Treatment System (Revised 12/89).
10. The Third Blaine House Conference on Alcohol and Other Drug Abuse: Substance Abuse in the Workplace (12/89).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	174,255	32,729	88,485		53,041	
Health Benefits	15,911	1,809	9,934		4,168	
Retirement	28,782	4,917	11,886		11,979	
Other Fringe Benefits	2,882	87	2,476		319	
Computer Services—State	43,062		43,062			
Other Contractual Service	56,289	11,319	40,141		4,829	
Rents	18,156	889	17,267			
Commodities	5,171	607	4,564			
Grants—Subsidies—Pensions	262	182	80			
Equipment	2,607	1,059	1,548			
Interest—Debt Retirement	18	1	17			
Transfers to Other Funds	4,782		3,795		987	
TOTAL EXPENDITURES	352,177	53,599	223,255		75,323	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

ANNE KINTER, CHAIRPERSON

Central Office: 71 Hospital Street, Augusta

Telephone: 289-2595

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 30 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies and the executive directors (or their designees) of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

On April 25, 1990, the Governor signed P.L. 1989, c. 934, AN ACT to Establish the Office of Substance Abuse, which combines the staff and functions of the Alcohol and Drug Abuse Planning Committee with the staff and contracting, evaluating, fiscal and prevention functions of the Office of Alcoholism and Drug Abuse Prevention. Effective July 14, 1990, the Act also reconstitutes the Council's existing statutory provisions under 5 MRSA, Pt. 24, c. 521, sec. 20061-20063. This Act added a requirement that one Council member must be a Maine-licensed physician or surgeon.

PROGRAM: During the past fiscal year, the Council continued its focus on specific areas: networking, adolescents, particularly the developmental stages and special treatment needs. In addition, the Council has focused consideration of counter measures to alcohol advertisements, especially alcohol advertising subtly directed toward adolescents. Working with the Alcohol and Drug Abuse Planning Committee (ADPC), the Council participated strongly in support for the new Office of Substance Abuse legislation.

The Council also monitored and reviewed draft legislation and provided review and comment on documents and reports prepared by the ADPC.

FINANCES, FISCAL YEAR 1990: 22 MRSA, Sect. 7107, provides that expenditures of this unit shall be borne by the Alcohol and Drug Abuse Planning Committee and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

SYLVIA V. LUND, DIRECTOR

Central Office: 32 Winthrop St., Augusta

Telephone: 289-2781

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 153; Citation: 22 M.R.S.A., Sect. 7104

Average Count—All Positions: 33

Legislative Count: 33

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the organizational unit of the Department of Human Services designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and under Section 1912 of Title XIX of the Public Health Services Act, and is responsible for design, implementation and improvement of all Department of Human Services' alcohol and drug abuse services. The Office also administers the Driver Education Evaluation Programs and the Maine Alcohol and Drug Abuse Clearinghouse. The Clearinghouse operates a toll-free number: 1-800-322-5004. The line has TTD capability.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by P.L. 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services. P.L. 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently under the Deputy Commissioner for Programs.

Effective July 14, 1990, P.L. 1990, C. 934 significantly alters the responsibilities of the Office, transferring many of its powers to a newly created Office of Substance Abuse, within the Executive Department.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse; it determines the allocation of the Department's human and fiscal resources for substance abuse services; it develops and monitors the implementation of the Department's annual substance abuse plans. The Office analyzes and develops policy for the Department pertaining to substance abuse; it conducts and contracts for applied research studies; it develops funding initiatives to develop new, expanded, and improved services within the system. It is responsible for licensing and certifying treatment facilities and Driver Education Evaluation Programs private practitioners; it contracts for a variety of training programs.

A list of substance abuse operations and the responsible unit of the Department are provided as a reference:

Interdepartmental Coordination—Alcohol and Drug Abuse Planning Committee

Maine State Employee Assistance Program—Office of Management and Budget

Community Service Contracts—Division of Purchased and Support Services

Maine Council on Alcohol and Drug Abuse Prevention and Treatment—Alcohol and Drug Abuse Planning Committee

Effective July 14, 1990, P.L. 1990, C. 934 changes many of the Office functions and eliminates the Alcohol and Drug Abuse Planning Committee.

The Office was active in several national initiatives including pilot testing proposed Federal Block Grant plan requirements, winning a grant to support employers in complying with Federal Drug Free Workplace requirements, winning a contract for Community Prevention Services for youth located in Portland, and coordinating "Treatment Works" week activities in Maine. The Office secured a Federal grant and supplied technical assistance to the Alcohol and Drug Abuse Planning Committee to implement a new automated client-based management information system.

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LICENSES, PERMITS, ETC.:

- License
 - Substance Abuse treatment facilities
- Certificate of Approval
 - Outpatient Substance Abuse treatment facilities
- Driver Education Evaluation Program Private Practitioner

PUBLICATIONS:

1. *Maine State Alcohol and Other Drug Abuse Primary Prevention Recommendations, Final Report*; Interdepartmental Prevention Work Group; 1984; available free upon request.
2. *Alcohol and Drug Abuse Services in the State of Maine*; current service directory; available free upon request.
3. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; annual reports for 1983, 1984, 1985, 1986, 1987, 1988; available free upon request.
4. Annual applications, utilization reports, and independent audit reports on the substance abuse portion of the Federal Alcohol, Drug Abuse, and Mental Health Block Grant are available for review at the Office upon request.
5. A Model AIDS Policy for Substance Abuse Agencies.
6. Regulations for Licensing/Certifying of Substance Abuse Treatment Programs in the State of Maine.
7. Policies for the Development of New and Expanded Substance Abuse Services in the State of Maine.
8. *Report of the Policy Review Committee on Residential Alcoholism Rehabilitation and Related Treatment*; available free upon request.
9. *Alcohol Advertising in the Media: A Position*; available free upon request.
10. *Annual Training Catalogue*.
11. *"A Position Paper on Urine Monitoring."*

Note: The Maine Alcohol and Drug Abuse Clearinghouse is the Department's public information office for substance abuse and may be contacted directly for numerous additional publications.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	742,595	639,957			102,638	
Health Benefits	72,056	56,643			15,413	
Retirement	144,143	123,414			20,729	
Other Fringe Benefits	5,983	4,331			1,652	
Computer Services—State	46,762	6,080			40,682	
Other Contractual Service	749,176	532,364	20,279		196,533	
Rents	80,602	63,711			16,891	
Commodities	27,277	15,563			11,714	
Grants—Subsidies—Pensions	7,700,807	1,925,709	2,883,520		2,891,578	
Equipment	2,194	2,194				
Interest—Debt Retirement	196	162			34	
Transfers to Other Funds	5,249		278		4,971	
TOTAL EXPENDITURES	9,577,040	3,370,128	2,904,077		3,302,835	

HUMAN SERVICES

OFFICE OF THE ATTORNEY GENERAL, HUMAN SERVICES DIVISION CHRISTOPHER C. LEIGHTON, DEPUTY ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta
Mail Address: 221 State Street, Sta. #11, Augusta, Maine 04333

Telephone: 289-2226

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144L; *Citation:* 22 M.R.S.A., Sect. 2

Average Count—All Positions: 22

Legislative Count: 11

PURPOSE: This Office provides legal assistance and representation for the Department of Human Services and its various Bureaus and Divisions.

ORGANIZATION: The Division Chief, whose title is Deputy Attorney General, reports directly to the Attorney General. The 25 Assistant Attorney General positions report to the Division Chief. The Unit is roughly broken up into 3 informal divisions: 1) Social Services; 2) Benefit Programs; 3) Medical & Health Services.

PROGRAM: The Attorney General's Office has represented the Department in a vast number of cases in the courts throughout the past year. Those cases include child welfare litigation, adult protection proceedings, support enforcement proceedings, public benefit program litigation, certificate of need actions, Maine Health Care Finance Commission proceedings, licensing actions, administrative hearings, federal grant proceedings, tort claim litigation, and appeals in each of these areas.

In the appellate arena, the office has successfully presented briefs and argument resulting in the upholding of a significant number of important child welfare decisions, public benefit program decisions, support enforcement decisions, and health law decisions.

The office also provided advice and representation in the Department's legislative, rule-making, and policy-making activities, as well as the general day-to-day activities of the Department.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE ATTORNEY GENERAL, HUMAN SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	610,489	310,864			299,625	
Health Benefits	45,556	21,810			23,746	
Retirement	142,425	76,755			65,670	
Other Fringe Benefits	6,203	3,398			2,805	
Computer Services—State	1,345	677			668	
Other Contractual Service	107,037	94,590			12,447	
Rents	17,281	17,281				
Commodities	15,465	15,304			161	
Grants—Subsidies—Pensions	250				250	
Equipment	9,620	8,912			708	
Interest—Debt Retirement	292	289			3	
Transfers to Other Funds	8,233				8,233	
TOTAL EXPENDITURES	964,196	549,880			414,316	

HUMAN SERVICES

CERTIFICATE OF NEED ADVISORY COMMITTEE

JOHN ANNET, CHAIRMAN

Central Office: 151 Capitol St., Augusta

Telephone: 289-2716

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: January 1, 1983

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 212; *Citation:* 22 M.R.S.A. §307(2-A)

Average Count—All Positions: 0

Legislative Count: 0

Included in Office of Health Planning and Development Totals.

PURPOSE: The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Office of Health Planning and Development, Bureau of Health.

The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

ORGANIZATION: The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members—Hospitals, Nursing Homes, Third-Party Payers, Physicians) and public consumers of health care (five members). The nine appointees will serve four-year terms.

The Commissioner of the Department of Human Services has appointed an Associate Deputy Commissioner to serve as his ex-officio, non-voting designee.

PROGRAM:

ACTIVITY

During the period July 1989 through June 30, 1990, the Committee conducted one public hearing concerning a home health agency, House Helper's, Inc., desirous of becoming a certifiable agency. The Committee concurred with the Department's recommendation for disapproval.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Office of Planning, Research and Development.

DIVISION OF DEAFNESS

NORMAN R. PERRIN, DIRECTOR

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3484

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 160; *Citation:* 22 M.R.S.A., 3071

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Division of Deafness was established to provide a program of services to deaf citizens of Maine including information and referral; advocacy; statewide registry; promoting of accessibility; plan for coordination; study of the needs of people who are deaf and hearing impaired, to recommend legislation to change or improve services; and to provide rehabilitative services to deaf and hearing impaired children from birth to age 20. Other programs include Telecommunications Devices (TDD's), Legal Interpreting, Identification Cards, Hearing-Ear-Dog registration and Maine-Lines for the Deaf Newsletter.

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ORGANIZATION: The Division of Deafness was established administratively on November 1, 1982 and was known as the Office of Deafness. The Division received its present name in September 1984 when the Bureau was reorganized. In 1985, Governor Joseph E. Brennan signed Public Law Chapter 160 (22 MRSA c. 714) establishing the Division as a statutory unit of the Bureau of Rehabilitation.

The advisory committee of the Division continues to give a strong voice for consumers much as it did in the mid 1970's when it was known as the Ad-Hoc Committee on Deafness to the Bureau.

PROGRAM: The Division of Deafness has the following focus:

Statewide Registry: The Division maintains, coordinates, and updates a voluntary statewide registry of deaf and severely hearing impaired persons in order to assess their needs for services. Presently, there are 3,141 persons on the registry who are deaf or severely hearing impaired. More than 300 new names are added every year.

Vocational Rehabilitation: The purpose of Vocational Rehabilitation is to assist eligible deaf and hearing impaired clients toward employability and independence. The vocational rehabilitation program served 257 deaf and hearing impaired clients during this reporting period.

Five rehabilitation specialists (RCD's) provide counseling and case management statewide.

Telecommunications Devices for Deaf (TDD): The Division administers two programs providing Telecommunications Devices for the Deaf (TDD) under Maine Statutes (35 MRSA, Section 2361).

The cost sharing program allows the Bureau to provide up to 50% of the cost of a TDD to any organization or municipality paying the remaining funds for TDD's for hearing impaired and speech impaired. This law was enacted in 1980 with appropriations in 1981.

A subsequent enactment in 1983 provided funding for TDD's on a lease basis at no charge to the hearing impaired or speech impaired persons. An audiologist or physician must verify proof of disability. In addition, financial need must be shown.

During the period of time 1982 thru 1988, the Division provided a total of 631 TDD's to individuals.

Interpreting in Legal Proceedings: Enactment of laws in 1978 and 79 respectively, the latter being amendments, entitles a deaf or hearing impaired person in a legal proceeding to have an interpreter. Under statute 5 MRSA, Section 48, the interpreter is reimbursed by the Bureau of Rehabilitation.

Approximately 530 hours of interpreting were provided during this reporting year.

Information Networking: The Division maintains a toll-free number in order to provide a channel for hearing impaired and their families to receive information relating to the disability. The Division cooperates with other advocacy, referral, and vocal relay agencies in providing appropriate direction to requests.

Approximately 700 calls a month are logged in for information, advocacy, referral, and other related needs.

Hearing Impaired Children's Program: The Division of Deafness provides rehabilitative and restoration services for children ages 0-20 who have a sensorineural or permanent non-correctable hearing loss. Services provided are diagnostic evaluations by audiologists and physicians, auditory and speech-language therapy, counseling, sign language and/or cued speech training, hearing aids, and loan of auditory trainers.

Our five rehabilitation counselors for the deaf provide case management for the children's program statewide.

Approximately 382 children are being served during this reporting period.

The legislative mandate and appropriations for this program were approved by Governor Joseph E. Brennan on July 1, 1985 (PL Chapter 501). In April 1986, PL Chapter 761, was signed providing for a position of consultant within the Division of Deafness for the Hearing Impaired Children's Program.

LICENSES, PERMITS, ETC.: The Division provides identification cards for deaf citizens in cooperation with the Secretary of State and Division of Motor Vehicles. These ID cards assist deaf in emergency, legal, or other situations.

Also, the Division certifies hearing ear dogs that are professionally trained as alert dogs for deaf persons. The Division provides an identification card which allows the owner and hearing ear dog access to public places in Maine.

PUBLICATIONS:

1. Report of Hearing Impaired Children
2. Report of Committee on Community Center Research
3. Report on Registry of Deaf
4. Annual Report of Persons Served in the VR Program

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5. Report on Dissemination of Telecom Equipment
6. Directory of Sign Language Classes in Maine
7. Directory of Organizations Serving Maine (deaf)
8. Maine-Lines for the Deaf
9. TDD Directory
10. Other miscellaneous program brochures upon request
11. Report of the Statewide Needs Assessment of the Deaf Community in Maine

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

ADVISORY COMMITTEE FOR THE DIVISION OF DEAFNESS

WILLIAM NYE, CHAIRMAN

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3484

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 9-19-85

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Citation:* 22 M.R.S.A., 3074

PURPOSE: The Advisory Committee, Division of Deafness, advises the Director of the Bureau of Rehabilitation and the Director of the Division of Deafness on the development and coordination of services to people who are deaf and hearing impaired. The Committee evaluates the progress toward goals and recommendations and advises the Division on implementation plans.

ORGANIZATION: The Committee has 23 members and 3 non-voting member-at-large positions. One-third of the members are deaf or hearing impaired persons. The Committee meets quarterly on the second Thursday of January, April, June and October. Meetings are held in Augusta. The chairperson is elected by the Committee and serves a 2-year term.

PROGRAM: The Committee's activities this past year were focused on community service centers for the deaf, needs assessment, telecommunications devices for the deaf (TDD), legislative, Maine-Lines newsletter, hearing impaired children, substance abuse, elderly, interpreting issues with three public hearings, updates on the state telecommunication access plans for state departments and agencies, and TV/media access.

At the annual meeting in October, the Clifton R. Rodgers memorial award for outstanding service to the deaf community was presented to Susalee Follansbee of the University of Maine at Orono.

Members attended public hearings of the Legislature on bills relating to deafness.

PUBLICATIONS:

Report of Research Committee on Community Center—free

Report of Hearing Impaired Children—free

Report of the Statewide Needs Assessment of the Deaf Community in Maine

Report on Interpreting Issues in the Deaf Community to be available in 1989

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE DENTAL HEALTH COUNCIL

WALTER R. MOODY, CHAIRPERSON

Central Office: 151 Capitol St., Augusta

Telephone: 289-2361

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the Commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family or any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the Office of Dental Health or his/her representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met 4 times during FY 1990. In June the Council presented the Maine Dental Health Award to one individual and one agency for their health promotion efforts on behalf of Maine's citizens. Throughout the year Council members reviewed materials developed by the Office of Dental Health, (e.g. a mouthguard survey, grant proposals, revisions for a preschool pamphlet), commented on proposed rules and regulations from the Department, suggested priorities for target groups for health promotion efforts, and submitted Bruce the Dental Health Moose for the American Dental Association's Community Preventive Dentistry Award. Terms of four council members expired this year. Three new members were approved by the Commissioner; one seat is still vacant.

FINANCES, FISCAL YEAR 1990: 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health and are, therefore, included in the display of the Bureau of Health.

OFFICE OF DENTAL HEALTH

BEVERLY A. ENTWISTLE, DIRECTOR

Central Office: 151 Capitol St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Telephone: 289-2361 and 289-3121

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 203; Citation: 22 M.R.S.A., Sect. 2094

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The director serves in the unclassified service, serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1990, the Office of Dental Health primarily conducted needs assessments, administered dental disease prevention programs, and provided consumer education. The Maine Dental Health Council assists the Office in setting priorities for the year.

The School Dental Health Education Program administered by the Office and partially funded by a State appropriation continued to provide dental health education materials and fluoride supplements to more than 60,000 children in over 300 schools across the State. Twenty in-service training sessions were conducted for 367 teachers. Dental health lesson plans will be used as resources for the Healthy Me/Healthy Maine Project and the Health Education Teacher Academy. This program was showcased at three state and two national conferences.

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The Well Child Clinic Prevention Dental program continued in conjunction with the Divisions of Public Health Nursing and Maternal and Child Health within the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to about 1500 eligible children ages birth through 5.

Through funding from the Preventive Health and Health Services Block Grant, the Office continued to support a statewide Community Fluoridation Program, including technical assistance to community groups; incorporated a dental health component in Maine's Behavioral Risk Factor Survey; conducted a survey of use of mouthguards by fifth and sixth graders; and began developing health promotion programs for adult and older adult populations.

Throughout the year over 12,500 audiovisual materials were distributed to the public. Office staff participated in seven health fairs, reaching over 1,800 people.

The office administers program activities funded by block grants to six community agencies. Staff development sessions were conducted around issues related to standardized data collection and quality assurance mechanisms.

PUBLICATIONS:

A variety of publications are available from the Office; write the Office of Dental Health, Maine Department of Human Services, Statehouse Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

LANI GRAHAM, M.D., M.P.H., DIRECTOR

GREGORY BOGDAN, DR. P.H., Assistant Director

Central Office: 157 Capitol St., Augusta

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1972

Reference: Policy Area: 03; Umbrella: 10; Unit: 144V; Citation: 22 M.R.S.A., Sect. 1019

Telephone: 289-3591

1-800-821-5821

Sunset Review Required by: June 30, 1993

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early recognition and treatment, or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, increased attention is being given to control or amelioration of chronic diseases (such as cancer), and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, AIDS Program, Refugee Program, Tuberculosis Program, Environmental Health Program, the Cancer Registry, and Epidemiology Services all lie within this Division.

PROGRAM:

Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Determination as to whether outbreak situations are occurring is made through the evaluation of surveillance data reported by medical providers to the Bureau of Health (as mandated by the Rules and Regulations for Control of Communicable Disease). The State Epidemiologist is responsible for encouraging quality disease surveillance and provides information back to the medical community.

The annual Epidemiology Award was instituted in 1987. It is awarded yearly to the physician and hospital Infection Control Practitioner who, in the previous year, made a significant contribution to the disease reporting effort.

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Program activities during FY 90 included:

1. Epidemiologic investigations completed consisted of 13 foodborne outbreaks, 2 waterborne outbreaks, 1 nosocomial outbreak, 1 pneumonia outbreak associated with a summer camp, 1 pneumonia outbreak in a day care, 1 cryptosporidiosis outbreak in a day care, 1 streptococcus outbreak in a day care.
2. The annual infectious disease symposium titled "Bloodborne Infectious Diseases of Public Health Issues" was held November 15, 1989 and was attended by 150 health professionals and other interested persons from around the state.
3. The Sentinel Physician Surveillance Program instituted in June 1988 is ongoing. It has proven to be a successful means of increasing active surveillance of notifiable diseases. Along with each hospital's infection control nurse, 30 physicians chosen to represent specific geographic areas and medical subspecialties are telephoned once weekly in order to obtain notifiable disease reports.
4. The State Epidemiologist is active in the Centers for Disease Control's Salmonella Enteritidis Working Group which focuses on the increased incidence of this specific type of Salmonella in the Northeastern region of the U.S.
5. The Lyme Disease Task Force continues to monitor the incidence of Lyme Disease in Maine as well as to identify the tick vector throughout the state.

Tuberculosis Control. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing. Medical management is provided by private physicians and by the nine physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services, clinic services, drugs for the prevention and treatment of tuberculosis, laboratory services, public health nursing services, and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy. All bills are submitted to third party payors for payment prior to submitting to the TB Control Program.

In FY 90, the program served 6,000 persons including active tuberculosis cases, suspects, contacts of cases, tuberculin reactors, school personnel, preventive cases, non M. tuberculosis cases and those receiving bacteriology services.

In FY 90, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) to raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) to raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) to raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) to have 95 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) to ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) to ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 88 included: (8) working toward providing the number of tuberculosis clinics as appropriate to accommodate persons by geographic distribution and incidence; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese, Polish, Afghan, and Iranian refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 88 school testing reports; (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers; and (13) begin cross-referencing for coincidence of AIDS and M. Tuberculosis.

Refugee Health Assessment Project. Refugee health services addresses health needs of all those refugees resettling in Maine. Goals of the program are: 1) to prevent and control health problems of public health significance among refugees, 2) to improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent

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economic self-sufficiency, and 3) to reduce incomplete *M. tuberculosis* prophylaxis for those manifesting positive signs of infection but who have no active disease.

The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. Because of out-migration, neither the Refugee Resettlement Program nor Bureau of Social Services can do more than approximate country of origin for refugees residing in Maine.

In FY 90 Maine received a grant for \$11,006. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits.

In FY90 the program served 329 refugees and in FY 90 the program staff expected to accomplish the following objectives:

- 1) To identify refugees regardless of national origin, who are eligible for specific services for whom no other source of reimbursement is appropriate.
- 2) To provide health assessments for all officially arriving refugees and non-officially arriving refugees (in-migrants) placed in the catchment area of the selected nursing agencies.
- 3) To ensure that refugees in whom assessment findings indicate personal health problems are referred elsewhere for proper medical or dental health attention.
- 4) To increase communication with medical providers including dissemination of information regarding refugee health and feedback from physicians.
- 5) To continue to establish agreements with individuals for interpreter services.
- 6) To increase the numbers of refugees who start tuberculosis preventive therapy to complete their course of therapy.

Immunization. The Immunization Program is responsible for the control of diseases preventable through immunization including diphtheria, measles, mumps, poliomyelitis, pertussis (whooping cough) rubella, tetanus and *Haemophilus influenzae b* (Hib).

In FY 90, the program staff provided vaccine to public and private community health agencies, private physicians, and in schools. Measles, mumps and rubella (MMR) Vaccine and, beginning in January of 1987, DTP vaccine were supplied free of charge to the private medical community. In addition, a full gamut of vaccines (DTP, Oral Polio Vaccine, Hib, MMR) was provided to public agencies. The program also supplied pertinent information to participating agencies state-wide; offered consultative and technical support in vaccine preventable disease control; and provided the medical sector and general public with information dealing with vaccine-preventable disease vaccines and immunization.

Program staff were involved with two new initiatives dealing with the immunization of post-secondary school students and employees of Maine hospitals. Technical and logistic support were provided as necessary.

The services rendered by the Immunization Program in FY90 include epidemiology of vaccine-preventable diseases epidemiology (case reporting, case and outbreak investigation, disease surveillance, and health surveys), information and Education (general public and health professionals, vaccine distribution to 400 physicians and clinics and assessment of immunization levels in 800 schools, 200 day-care centers, 63 hospitals/health facilities, and 34 Post-Secondary schools.

During FY 91, the Immunization Program will perform the following activities:

- 1) Survey, tabulate, and communicate the results to all Maine schools, Day-Care Centers, Post-Secondary schools, and Hospitals/Health facilities, regarding required immunization compliance.
- 2) Perform on site revalidation surveys of a sampling of randomly selected above facilities and provide consultative assistance to correct any deficiencies.
- 3) Maintain a vaccine-preventable disease surveillance system to identify suspected cases of disease in a timely fashion, and initiate outbreak containment procedures within 24 hours.
- 4) Continue to promote age-appropriate immunization of target groups according to current Immunization schedules, and educate the general public and inform the medical community of new vaccines or changes in the recommended immunization schedule.
- 5) Monitor the occurrence of adverse events following immunization as required by federal law, and investigate and follow-up on all reports.
- 6) Providing foreign travellers with up-to-date information regarding vaccination.

AIDS Program. Human Immunodeficiency (HIV) is a subtle new pathogen which may cause its human host to be infectious for a period of years while they remain ostensibly in good health and symptom-free. Known transmission routes are semen to blood and blood to blood. The known host cell

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is a lymphocyte which is central to the body's immune response to challenges from many sectors: protozoal, fungal, bacterial, viral and from rare cancers. Many people with evidence of HIV infection—HIV antibody presence, immune system disturbances—remain free of symptoms or overt infection (AIDS) while remaining infectious to intimate sexual or needle-sharing contacts and thereby spread the infection.

The first case of AIDS in Maine was reported in December of 1984. By June 89, 189 cases had been diagnosed. Some estimate that for every diagnosed case of frank AIDS, there could be 10 cases of AIDS-Related Complex (ARC); and for every case of ARC, there could be 10 asymptomatic HIV cases who are infectious to others. Certainly it is clear that the cases of HIV infection and AIDS reported to the Bureau of Health represent only a small percentage of those who are infected.

In recognition of the serious threat to Maine citizens posed by the AIDS epidemic, Governor John R. McKernan, Jr., established responding to the epidemic as a priority issue for his administration. On February 16, 1988, the Governor released state government's first AIDS report, *AIDS in Maine: Background and Policy*. An updated version of this report was reissued in March, 1990.

As the title suggests, this is not a State plan in the classic sense of identifying unchanging goals and objectives to be achieved over specific time periods. Rather, this report is expected to serve as the foundation for a coordinated statewide approach to AIDS. The report addresses key policy issues which need to be resolved to advance the State's current capacity to deal comprehensively, compassionately and effectively with AIDS. It identifies the persons and agencies within, and outside of, State government who will help. The report is an educational tool and will serve as a catalyst for drawing further creative approaches from Maine citizens. Although many parts of this report are written specifically as State government policies or for State employees, it is hoped that these parts may be useful as models for private organizations in need of policies and recommendations.

In addition, in FY90, the Department of Human Services developed an Action Plan, one of the "Key Result Areas," which was developed to provide Maine citizens with an overview of specific activities undertaken in the area of AIDS prevention and control. This Action Plan was based on the Policy elements of the State government report. It was presented for review and comment to the Department's AIDS Advisory Committee prior to being finalized.

In addition to weighing the societal fears of affected risk groups (rights of those infected to privacy, employment, housing) against the principles of public health and disease control (right of the general public to remain free of disease) the AIDS Program also strives to accomplish disease control without sacrificing the rights of infected members of the public.

The Office on AIDS, in the Division of Disease Control, is funded by a cooperative agreement grant from the Centers for Disease Control. The Office on AIDS also receives some state funds. It will work in close coordination with the STD Control Program.

General goals of the Program are:

- 1). Educational opportunities for general population as well as
- 2). targeted population
- 3). Surveillance of cases and HIV positive people
- 4). Counseling, testing and contact notification
- 5). Patient care such as case management and medical care
- 6). Policy development and legal expertise
- 7). To investigate all cases of non-compliant behavior reported to the Bureau of Health Office on AIDS

HIV infection (AIDS) has dramatically impacted STD Control. Aside from clearly advising all patients served in STD clinics of their HIV risk and documenting that this has been done, STD Clinics serve as anonymous counseling and testing sites for at-risk people providing 75% of those services in the state. Anonymous Test Site testing reaches 30% of the patients found positive in the Public Health Laboratory testing program. Counseling and testing of persons at higher risk is regarded as a very effective way to deliver the risk-reducing message which results in decreased HIV transmission. The STD Control Program also assists Reactor Services (Office on AIDS) which provides counseling and partner notification services to private section HIC infected patients and their exposed contacts.

Sexually Transmitted Disease Control Program. The Maine STD Control Program operates with federal assistance as provided through a cooperative agreement with the Centers for Disease Control. Weekly, monthly and quarterly disease reporting in addition to quarterly narratives document the progress made in meeting stated program goals and objectives.

Three primary STD clinics operate in the state and offer a total of 10 hours of clinic services per week. The STD Control Program provides significant assistance to clinic operations in Bangor, Lewiston and Portland in the form of full-time coordinators, part-time clerical and lab personnel, medications, diagnostic media and, except for Portland, site rental. Ancillary clinic operations in Augusta, Biddeford,

Ellsworth, Presque Isle, and Rockland are supported with small stipends to facilitate walk-in services for volunteers. Clinic service fees range from \$20 to \$25 but no one is refused service based on inability to pay. All STD clinics, with the exception of Augusta, serve as Anonymous Test Sites (ATS) for the Maine AIDS Prevention Program. The capped fee for this service (two counseling sessions/HIV antibody test) is \$15. Funding for clinic operations is precarious in Maine, and there is constant pressure to increase fee-intake from patients in order to keep the doors open.

The rationale of STD Control is simple: to interrupt transmission of those diseases whose societal impact is unacceptable and whose infectious course can be altered. Disease prevention is based upon the capability to test/diagnose active infection and the capability to treat or otherwise alter the course of infectiousness. Actual program intervention impact is measured by closely tracking many epidemiologic process indices, e.g., the number of sexual contacts who are newly-treated as a result of contact-tracing over the number of index cases interviewed for contacts. The accomplishment of such objectives, in the aggregate, results in disease prevention and decreasing morbidity.

STD Control Program operations in Maine utilizes the time-proven methodologies of 1) provision of clinic services for symptomatic volunteers; 2) investigation of positive lab reports (reactor program) to insure treatment of patient and contacts by treating provider or local STD clinic; and, 3) performing one-on-one patient interviewing and contact-tracing services to the extent resources allow. In addition, the Program provides replacement medications, upon request, for private sector providers reporting STD's.

Gonorrhea infection, with its acute ascending infection which damages the female reproductive tract of infected women, appears well under control. We had been documenting a 7-9% decrease in the early 80's, whereas in 1986 and 1987 we registered decreases in the range of 25% per year. In 1990 we reported 271 cases, a decrease of 33%, from the 405 cases in 1989. Gonorrhea is commonly diagnosed in the private sector and continuing investigative outreach through each infected patient is important if we are to continue to reduce indigenous gonorrhea in the state. Our goal is to provide a one-on-one interview and sex partner notification services by program personnel to 3 of every 4 gonorrhea patients treated in the state. While penicillin resistant gonorrhea has become problematic in other states, wereported only four cases in 1989.

Infectious Syphilis national case rates have risen dramatically in recent years; 1989 rates increased almost 50% over the 1984-1988 median rates. In Maine during the '80's, the number of cases fluctuates from 20 to 50 cases per year. In 1989, we reported 25 cases, most being imported from other states. As most cases now are heterosexually-acquired, we continued to attach the highest priority to these investigations since we fear the fatal impact on children born to infected mothers. We reported our first case of congenital syphilis since 1984 this year; fortunately, the infant was not adversely affected. Other risks from syphilis infection have increased, particularly among those co-infected with HIV, as recent case histories show an increased likelihood of an early acute neurosyphilis in patients. This mandates a more aggressive HIV antibody testing stance for patients infected with syphilis (and for those infected with HIV). Curative therapy for neurosyphilis requires daily administration and constitutes both a logistic difficulty as well as concerns over potential increased medication cost. Also, syphilis patients with genital ulcers present are thought to be at increased risk of HIV transmission when exposed. All cases of infectious syphilis and their contacts are aggressively followed by program personnel to insure curative and preventative therapy.

Chlamydia trachomatis infection, due to new testing procedures, became a more easily diagnosed entity in 1986. The complication of advanced infection again involves the female reproductive tract, especially of younger women, and leads to an indolent tubal infection which can result in either infertility or congenital abnormalities. In addition, when a female chlamydia patient suffers friability of the cervix she is thought to be at increased risk of HIV transmission upon exposure to that virus. In males, chlamydia often appears as a mild and clinically diagnosed and treated urethritis (NGU). In 1985 we reported 94 documented chlamydia cases in Maine. In 1986, to gauge the true extent of infection in Maine, the STD Control Program instituted a six-month screening program for women 25 years of age and under. The results were dramatic: 13.8% were found positive, and among these, four of five had no symptoms. Largely through these detection efforts, we encountered 1,120 cases in 1986. Chlamydia incidence in 1987, with the increased visibility, became the most commonly reported STD in Maine, at 2,005 cases. Current program efforts are directed to enlarging followup protocols to include documentation of, not only patient diagnosis and treatment, but also of patient interview and contact referral. In 1989, we reported 3512 cases and may receive supplemental funds from CDC to enable increased screening and detection in 1990. We also plan to target prenatal populations not presently being tested for this most common STD.

HIV Infection (AIDS) has dramatically impacted STD Control. Aside from clearly advising all patients served in STD clinics of their HIV risk and documenting that this has been done, STD clinics

serve as anonymous counseling and testing sites for at-risk people, serving 65% of the persons being reached in the Office on AIDS counseling and testing program. In 1990, we plan to begin offering confidential HIV counseling and testing to all STD clients at no extra charge to the patient (along with expanded chlamydia testing). The STD Control Program also assists the Office on AIDS Counseling and Testing component which provides counseling and partner notification services to private-sector HIV-infected patients and their exposed contacts.

Environmental Health Program. The Division of Disease Control's Environmental Health Program was established by the Maine Legislature in 1981. Its mission is to assure that environmental health problems, questions, and issues in the State are satisfactorily addressed by State Government. Professional staff in the Environmental Health Unit include a doctoral level Epidemiologist and Toxicologist, two master level positions (Assistant Epidemiologist and Assistant Toxicologist), two Planning and Research Associate positions, a Tumor Registrar, and three clerical positions. Major activities in the Environmental Health Program include the following:

Environmental Epidemiological Assessments. Community health studies such as the Lincoln County Cancer Rates Evaluation Study and cancer cluster investigations are conducted by this program area. Also, occupational health studies (Pesticide Applicators Study) and environmental health related chronic disease surveillance evaluations are carried out.

Chronic and Sentinel Disease Surveillance System. The Division of Disease Control has been awarded a four year Cooperative Agreement from the Centers for Disease Control to develop a Chronic and Sentinel Disease Surveillance System in collaboration with the Maine Health Care Finance Commission who provides, tabulates, and verifies hospital discharge data by matching hospital discharges with Cancer Registry and death certificate records. The project, when it is completed in June 1991, will have produced an unduplicated data set of 34 specific disorders from hospital discharge, Cancer Registry, and death certificate data for a 9 year time period (1980-1988). A recent development which has expanded the Department of Human Services' ability to address Chronic Disease Health problems is the enactment of Chapter 844, "An Act to Assist the Department of Human Services in Conducting Chronic Disease Investigations and Evaluating the Completeness or Data Quality of its Disease Surveillance Programs." This law gives the Department of Human Services access to all information filed with all State Departments, Agencies, Boards, or Commissions; and provides for follow-up investigations with health care providers responsible for the client or direct contact to the patient. This statute with its rulemaking authority makes it possible for the Department to investigate chronic disease health problems.

Environmental Toxicology. The toxicology team provides guidance and leadership on specific toxicological issues confronting the State. Current examples include the establishment of drinking water guidelines, assessment of the safety for human consumption of fish and wildlife contaminated with metals or dioxin, development of recommendations for petroleum hydrocarbons in water and air, health assessments of hazardous waste sites in the state, risk assessment of ash releases from trash-to-energy facilities, recommendations for research for disposal of paper mill sludge, and developing and implementing a comprehensive risk assessment policy. The toxicology team provides expert risk assessment consultation to other State Agencies and consults on consumer and occupational health issues.

Hazardous Air Pollutant Program. The Hazardous Air Pollutant Program has developed priorities for a regulatory program with the Maine Department of Environmental Protection. It has developed risk assessments and action levels for five toxic air contaminants. Assessments have been completed for toluene, perchloroethylene, formaldehyde, woodsmoke, and chlorine. The Program also advises and consults with the Occupational and Residential Health Program of the Division of Health Engineering, develops guidelines for indoor air quality in residences and state office buildings, and participates in a regional hazardous air pollutant assessment program coordinated by the Northeast States for Coordinated Air Use Management (NESCAUM).

Occupational Health Program. In March 1986, a statewide disease reporting system was established. Physicians and hospitals are required to report occupational diseases to the Department of Human Services within 30 days from the date of diagnosis or discharge. The data collected will be interpreted to identify risk factors associated with occupational diseases and strategies that can be developed to prevent or reduce these risks. The original rules and regulations were revised in November, 1989 and now include the following conditions: Asbestosis, Byssinosis, Carpal Tunnel Syndrome, Mesothelioma, Silicosis, Toxic Gas Poisoning, Pesticide Poisoning, Heavy Metal Poisoning, Hypersensitivity Pneumonitis, Solvent Toxicity, and disease/illness outbreaks. A booklet defining these diseases and specifying criteria for reporting them was distributed to all physicians and hospitals in the state. Also, in 1989, a Memorandum of Understanding and protocol were developed between the Maine Department

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of Human Services and the Maine Department of Labor to formalize sharing of information as well as provide for follow up capabilities when necessary.

During FY 90, program activities included the completion and analysis of the Occupational Disease Reporting Physician Survey, conducting an Occupational Health Conference and sponsoring training sessions at County Medical Association meetings on the recognition and treatment of occupation lead and organic solvent exposure related diseases, computerization of the Occupational Disease Reporting Form and established an occupational disease data base, and development of a protocol with the Department of Labor for the sharing of occupational disease data, coordination of referral and initiation of preventative efforts.

Community Environmental Health Information Clearinghouse. This clearinghouse program responds to requests from state agencies, municipalities, and individual citizens with information concerning the use of chemicals in industrial facilities and in the general community. The purpose of the program is to educate the public about environmental health risks and to cooperate with other agencies in promoting the safe use of potentially hazardous material.

Cancer Incidence Registration Program. The objective of the Cancer Registration Program is to describe the statewide distribution of cancer incidence and mortality. This program, which has been collecting data since 1983 and will be releasing its sixth annual report later this summer, is becoming a rich data source for conducting research and assisting with cancer cluster investigations.

To serve as an advisory board to the Cancer Registration Program and to coordinate a statewide approach to cancer prevention and control, a Cancer Prevention and Control Advisory Committee has been created, composed of members with experience in medicine, oncology, hospital administration, tumor registry operations, health promotion, and related field.

The Women's Health Study—A Breast Cancer Risk Factor Study. The Cancer Registry is actively engaged in conducting a Women's Health Study to evaluate selected breast cancer risk factors. This study is a population-based case/control epidemiologic study designed to investigate the age-specific effects of alcohol ingestion and lactation on the risk of breast cancer. It is sponsored by the National Cancer Institute and is being conducted in the State of Maine as part of the three-year Harvard Collaborative Breast Cancer Study. In total, four states will be participating in the study; Maine (Bureau of Health), Massachusetts (Harvard University School of Public Health), Wisconsin (University of Wisconsin Clinical Cancer Center) and New Hampshire (Bureau of Health) are currently engaged in research.

Considering the recent data regarding breast cancer risk factors, the importance of investigating *modifiable* exposures becomes readily apparent. Maine women will benefit from the results of this study in two ways: the general identification of preventive measures for this common cancer, and by the fact that the data will be organized so that analyses can be carried out specifically for Maine residents.

Breast Cancer Control Demonstration Project. In September 1988, the Division of Disease Control received funding from the Centers for Disease Control to begin a two year planning effort directed at increasing the screening for, and detection of, Breast Cancer in Maine women. The project has four areas of concern: Consumer Education, Quality Assurance for Mammography, Physician Education, and Enhanced access to Mammography for Maine women.

PUBLICATIONS:

1. Rules for Control of Communicable Diseases.
2. Reportable Diseases Reference Guide
3. EPI-Gram
4. Criteria for Reporting Occupational Diseases
5. State of Maine 1985 Cancer Registry Annual Report
6. Petroleum Contamination of Maine's Drinking Water Wells
7. AIDS Resource Material
8. Immunization Certificate

All of above are free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

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BUREAU OF ELDER AND ADULT SERVICES

CHRISTINE GIANOPOULOS, DIRECTOR

Central Office: Augusta Plaza, Augusta

Telephone: 289-2561

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105

Average Count—All Positions: 109.5

Legislative Count: 90.5

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity and to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people. The Bureau is also responsible for managing Maine's Adult Protection Services and Guardianship Programs.

The Bureau of Elder and Adult Services, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau encourages and assists development of coordinated use of existing and new resources and services relating to older people; maintains up-to-date data on programs it administers; maintains a clearing house of information on programs and services operated under public or private auspices for older people; and conducts assessments of their adequacy and the need for additional programs and services. The Bureau assists the Legislature and Executive Branches of State Government in coordination of all government efforts relating to older people. It prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs as are required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act of 1981 as related to older people. The Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; to seek and receive funds from the Federal Government and private sources to further its activities; and to enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, procedures, rules and regulations. It develops, organizes or conducts training programs for persons in the field of serving older people. It convenes and conducts conferences concerned with the development and coordination of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging.

The Bureau of Elder and Adult Services is also responsible for providing or arranging for services to protect incapacitated and dependent adults in danger. The danger may be as a result of abuse, neglect, or exploitation by others, or as a result of self-neglect. The Bureau is also responsible for the public guardianship and conservatorship of incapacitated adults (other than mentally retarded persons). When less restrictive arrangements are not possible, the Bureau petitions the Probate Court for guardianship and conservatorship of individuals who are unable to make or communicate responsible decisions for themselves. The goal is to protect and provide continuing care for these individuals. A guardian assumes on-going responsibility for decision making regarding all facets of an individual's life, unless the appointment is limited by the court, or is temporary. A conservator must protect and manage the finances of the person in need of protection from exploitation.

ORGANIZATION: The Bureau of Maine's Elder and Adult Services originated in 1966 as the Services for Aging Office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. Legislation was passed in 1989 to merge the Bureau with the Division of Adult Services of the Bureau of Social Services, as of October 1, 1989, to be renamed the Bureau of Elder and Adult Services. It is currently one of six bureaus in the State Department of Human Services. The Bureau operates from a central office in Augusta and from the five regional offices of the Department of Human Services. It has also designated five private non-profit area agencies on aging across the state, under federal and state law to receive and administer funds for programs for the elderly.

PROGRAM: The Bureau's programs focus on assisting persons age 60 and over to maintain independent and productive lives. To do so, it funds, monitors and evaluates a range of social and in-home

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services. The Bureau administered in FY 90 a budget totalling nearly \$16 million dollars of state and federal funds, most of which were granted to Area Agencies on Aging (AAA), using a formula. The AAA's, each run by an elected Board of Directors who are themselves older citizens, determine within the range of federal and state regulations, which services to plan and advocate for in their local areas.

During FY 90 the Bureau, through the AAA's, supported a wide range of comprehensive services including information and referral, outreach, care management and in-home care, housing assistance, legal services, employment assistance, adult day care, transportation, weatherization assistance, health screening, homemakers, and home repair services. In addition, more than 1,075,000 hot meals were served in 101 nutrition sites and through home delivered programs across the State. The Bureau sponsored 80 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in sites around the state. Ninety-two older workers served local agencies through the Senior Community Service Employment Program.

In FY 90 the Bureau continued to work closely with AAAs to develop a variety of resources to meet the needs of the over 2500 clients who were helped to remain at home through the Home Based Care Program and care management services. The Medicaid Waiver for In-Home and Community Services is in its fifth year; the project brought in \$3,676,000 this year. In FY 90 it served 800 persons who would otherwise be in nursing homes. The Bureau continued its technical assistance to and monitoring of quality of in-home services. It also provided financial support to 24 congregate housing services programs for approximately 168 congregate housing residents.

Through a sub-contract to the Maine Committee on Aging, the Bureau supported the Long Term Care Ombudsman Program which last year investigated over 800 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elder and Adult Services and Maine Committee on Aging co-sponsor the Blaine House Conference on Aging which identifies issues of concern to Maine's older people which require legislative or administrative action.

The Bureau of Maine's Elder and Adult Services sponsored continuing legal education seminars dealing with guardianships, to help guardians to better understand their responsibilities.

A federal grant was awarded to the Bureau to increase older people's access to health care; the project is called "Project Maine Neighbor."

The Bureau continued several initiatives with other agencies regarding the needs of special segments of the elderly population, such as the mentally retarded, the mentally ill, the handicapped, and people with visual impairments.

LICENSES, PERMITS, ETC.:

- Voluntary Certification of Congregate Housing Services Programs
- Adult Day Care Licensing

PUBLICATIONS: All are free and available at the Bureau of Maine's Elderly.

- Resource Directory for Maine's Older Citizens (Revised 8/90)
- Semi-Annual Newsletter
- Adult Abuse, Neglect or Exploitation (brochure)
- Characteristics of Maine's Population Aged Sixty and Older: A Preliminary Report (1/90)
- Durable Power of Attorney for Health Care: Information About This Document
- Living Will Declarations in Maine
- Options for Elderly Homeowners: A Guide to Reverse Mortgages and Their Alternatives (HUD, 1989)
- Home-Made Money: A Consumer Guide to Home Equity Conversion (AARP, 1990)
- A Profile of Older Americans (AARP, 1989)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF ELDER AND ADULT SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,139,127	1,768,324			370,803	
Health Benefits	154,319	126,071			28,248	
Retirement	416,985	345,148			71,837	
Other Fringe Benefits	12,291	10,233			2,058	
Other Contractual Service	259,415	204,588	175		54,652	
Rents	93,845	72,533			21,312	
Commodities	10,592	7,675			2,917	
Grants—Subsidies—Pensions	6,421,168	1,838,426	168,185		4,414,557	
Equipment	7,510	7,510				
Interest—Debt Retirement	30	29				1
Transfers to Other Funds	17,354		14		17,340	
TOTAL EXPENDITURES	9,532,636	4,380,537	168,374		4,983,725	

OFFICE OF EMERGENCY MEDICAL SERVICES

KEVIN MCGINNIS, DIRECTOR

MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 295 Water St., Augusta

Telephone: 289-3953

Mail Address: 295 Water Street, Augusta, Maine 04330

Established: 1982

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 157; Citation: 32 M.R.S.A., Sect. 84

Average Count—All Positions: 8

Legislative Count: 8

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services serves as the administrative arm of the State Board of EMS, and both have as their purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: The Office staffs and reports to the State Board of Emergency Medical Services. EMS licensure, state system coordination, support of providers and provider services, and other day to day responsibilities are delegated by the Board to the Office. Besides staffing the Board and its committees, which meet monthly, the Office completely revised the EMS licensure system to make it more responsive to provider needs, overhauled its office management practices to make the new staff management and other Board responsibilities possible, and revised its staffing completely. Office staff have regularly attended meetings of all 6 regional EMS councils, county and regional ambulance and rescue associations, and other groups to better maintain lines of communication. Office staff are assisting the Board in implementing major EMS system changes which include improved uniformity in the training, testing, and medical protocols used in the state, and simplification of licensing rules and practices. An ambitious work plan was developed with the Board, for the next two years. New statewide EMS protocols were implemented. Several new training programs have been developed for EMS Providers, including "Ambulance Vehicle Operators Course," "Mass Casualty Incident Management," "Volunteer Ambulance Service Management," and "Pediatric EMS." Over 900 attendees received continuing education through weekly EMS Interactive T.V. programming to 24 sites serving areas not commonly reached by traditional training programs. Plans were developed for an intensive recruitment/retention program for EMS personnel, particularly volunteers.

PROGRAM: There are a total of 225 services in the State of Maine. Of these, 190 are ambulance services and 35 are first responder rescue services. Of the 225 services in the State, 29 guarantee emergency response with advanced life support at the Critical Care-Paramedic levels, 15 guarantee Intermediate-

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Advanced Life Support, and 177 guarantee Basic Life Support services. A new "Permit" system allows services to provide levels of care higher than their license on an "as-available" basis (the level of licensure being a guarantee that the level of care will be provided on *all* emergency calls.) The permit enables services to gradually increase their capabilities by training and using a few ALS technicians at a time rather than having to wait until all personnel are trained to begin offering this level of care. This has proven very useful for smaller, volunteer services in particular. Paramedic permits are held by 48 services, critical care permits by 17, and intermediate permits by 37. Towns served by 22 services now enjoy paramedic or critical care level service, at least part time, that did not have such service prior to the permit system. There are some 3,400 individuals licensed as emergency medical service providers in the State. The Office is responsible for the licensure, facilitation, and coordination of these services.

LICENSES, PERMITS, ETC.:

Ambulance vehicle licenses.

Ambulance and First Responder Service licenses and permits

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free

Directory of Ambulance Services, free

Laws and Regulations affecting EMS, free

Journal, free

Incidental Reports on Studies of Emergency Care, free

Statewide Protocols, free

Maine EMS Goals, 1989-90, free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	170,218	55,434			114,784	
Health Benefits	12,920	4,628			8,292	
Retirement	32,074	10,333			21,741	
Other Fringe Benefits	3,244	944			2,300	
Computer Services—State	5,867	951			4,916	
Other Contractual Service	236,440	158,220			78,220	
Rents	19,780	3,017			16,763	
Commodities	8,911	8,468			443	
Grants—Subsidies—Pensions	526,271	526,271				
Equipment	2,107	2,107				
Interest—Debt Retirement	4	4				
Transfers to Other Funds	5,874				5,874	
TOTAL EXPENDITURES	1,023,710	770,377			253,333	

EMERGENCY MEDICAL SERVICES BOARD

RAYMOND PARENT, CHAIRMAN

Central Office: 295 Water Street
Mail Address: Augusta, Maine 04330

Telephone: 289-3953

Established: 1982

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 163; Citation: 32 M.R.S.A., Sect. 88

Average Count—All Positions: 0

Legislative Count: 0

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PURPOSE: The Emergency Medical Services Board, as defined by Chapter 2-B of 32 MRSA, is the central agency responsible for insuring an effective statewide emergency medical services system. Pursuant to the legislative intent, the Board recognizes and accepts its role as a separate, distinct administrative unit of the Department of Human Services. The Board assigns responsibility for carrying out the purposes of Chapter 2-B, 32 MRSA, to the Office of Emergency Medical Services within the Department of Human Services.

The Board further recognizes its responsibility to work cooperatively with the Department of Human Services and all other parties interested in the emergency medical services system, and accepts its role as the authority accountable to the Citizens of the State of Maine.

ORGANIZATION: The Board has 13 members. Six represent regions of the State, the others represent for-profit ambulance services, not-for-profit ambulances, first response services, nurses, the public, and an attorney. The Board meets at least quarterly by law: its practice is to meet monthly, on the first Wednesday of the month at 10:00 a.m. in Augusta. The Board elects its Chairperson.

(See Also: Office of Emergency Medical Services)

PROGRAM: The Board adopted 1991 goals. A completely revised set of rules came into effect in FY 89. The Board's licensure responsibilities have been delegated to staff which has overhauled the computer licensure system, previously used to make it more responsive to the needs of EMS service chiefs and other providers.

The Board continued committees to establish more uniform systems of EMS training and testing, and to coordinate medical care protocols. These committees include non-Board members with special expertise, including unprecedented physician participation, and have met monthly to carry out their assignments. New written and practical exams, curricula and instructor outlines, and statewide treatment protocols, are being completed at all levels of prehospital care.

(See also: Office of Emergency Medical Services)

LICENSES, PERMITS, ETC.:

Ambulance vehicle licenses.

Ambulance and First Responder Service licenses and permits

Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free

Directory of Ambulance Services, free

Laws and Regulations affecting EMS, free

Journal, free

Incidental Reports on Studies of Emergency Care, free

Statewide Protocols, free

Maine EMS Goals, 1989-90, free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

ENVIRONMENTAL HEALTH ADVISORY COMMITTEE

DIANA WHITE, M.S., CHAIRPERSON

GREG BOGDAN, DR.P.H., CONTACT

Central Office: 157 Capitol Street, Augusta

Telephone: 289-5378

Mail Address: Statehouse Sta. 11, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 339; Citation: 22 M.R.S.A., Sect. 1693

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PURPOSE: The Environmental Health Advisory Committee was established in 1981 to advise, assist, and consult with the Commissioner of the Department of Human Services regarding the public health implications of hazardous elements in the environment and make recommendations to the Commissioner concerning the steps that should be taken to make for a healthful environment.

ORGANIZATION: The committee is composed of not less than 11 members and conducts quarterly meetings. Members shall include individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. Committee members serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: During the past year issues the committee addressed included the development of a chronic disease surveillance system, safe disposal of paper mill and sewage treatment plant sludge, the potential public health impact of use of pesticides in agriculture, the pattern of cancer risks in populations living in proximity to nuclear power plants, and several environmental health legislative issues including the expansion of the Occupational Disease Reporting and Community Environmental Health Information Clearinghouse Programs.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION FOR THE BLIND AND VISUALLY IMPAIRED

HAROLD LEWIS, DIRECTOR

Central Office: 32 Winthrop Street, Augusta

Telephone: 289-3486

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1941

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 150; Citation: 22 M.R.S.A., Sect. 3500

Average Count—All Positions: 32

Legislative Count: 14

PURPOSE: The Division was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually-impaired children from birth to age 21; vocational guidance and training; the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; and the provision of other social services to the blind.

ORGANIZATION: The Division was established in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. In 1973, legislation established the Division as a statutory unit of the Department but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as responsible for the provision of special education services to blind children and in 1989 the Division received its present name. The Division maintains direct service staff in five regional offices throughout the state.

PROGRAM: The program has the following areas of focus:

Register of Blindness. Maine Law necessitates the Division to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually-impaired persons on the Register with approximately 250 new names added each year.

Prevention of Blindness. The Division has supported the creation of a new private non-profit agency, Maine's Prevention of Blindness Program, Inc. This public-private cooperative effort has as its goal the reduction of the incidence of blindness through public education, visual screening of high risk population and the coordination of existing services.

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Education of Blind Children. The Division, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, mobility, visual aids, special educational aids and appliances, itinerant teachers' services, etc.) so that they may receive an appropriate education in local schools.

During this reporting period, the Division provided special education services to over 450 blind and severely visually-impaired children in Maine. All but approximately 15 of these children were served in Maine's local public schools.

These legislatively mandated services are provided in close cooperation with local education agencies and the Maine Department of Educational and Cultural Services. Services are specified in the individual education plan of each student, which is written by the local Pupil Evaluation Team.

Vocational Rehabilitation. The purpose of the Vocational Rehabilitation Program is to assist blind persons to be retained or to enter gainful employment.

During this reporting period, over 500 blind and severely visually-impaired men and women received services under this program, of which over 70 were placed into gainful employment.

Vending Stand Program. (Randolph Sheppard Act) In order to enhance the economic opportunities of blind persons, both state and federal statutes grant to the Division the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established seventeen vending facilities throughout the state, including new locations on the Interstate highways and in state parks.

Other Services. The Division, in close cooperation with the Maine Center for the Blind, Portland maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to maintain their own homes rather than their being placed in institutional or nursing home settings.

The Division will not only continue to use its own resources to enhance services for the blind in Maine, but will also increase its efforts in working with the private sector (e.g., Maine Sight (Lion's), citizen task forces) in order to strengthen existing service programs.

One of the major goals of the Division is to work cooperatively with the Department of Educational and Cultural Services and local school districts in carrying out its legislative mandate to work with blind children ages 0-21 so that they may receive an appropriate education.

LICENSES, PERMITS, ETC.:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

State Licensing Agency for operators of vending facilities under the Randolph-Sheppard Act as amended by P.L. 93-516.

PUBLICATIONS:

1. Maine and Federal Laws Pertaining to the Blind—free
2. Services for the Blind and Visually Handicapped (Division of Eye Care)—free
3. Directory of Services for the Blind and Visually Impaired—free
4. What Do You Do When You See a Blind Person
5. Facts About Blindness And Visual Impairment
6. The Eye And How We See
7. Understanding Eye Language

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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DIVISION FOR THE BLIND AND VISUALLY IMPAIRED	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	811,925	369,028			442,897	
Health Benefits	74,772	29,343			45,429	
Retirement	160,030	72,082			87,948	
Other Fringe Benefits	5,101	2,605			2,496	
Computer Services—State	9,580	9,580				
Other Contractual Service	96,464	37,527	12,598		46,339	
Rents	41,366	40,040	410		916	
Commodities	12,588	832	10,165		1,591	
Grants—Subsidies—Pensions	1,549,726	898,714	4,381		646,631	
Buildings and Improvement	460		460			
Equipment	24,521	4,178	11,493		8,850	
Interest—Debt Retirement	22	22				
Transfers to Other Funds	16,431		587		15,844	
TOTAL EXPENDITURES	2,802,986	1,463,951	40,094		1,298,941	

BUREAU OF HEALTH

LANI GRAHAM, M.D., M.P.H., DIRECTOR

Central Office: 151 Capitol St., Augusta

Telephone: 289-3201

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1835

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144A; Citation: 22 M.R.S.A., Sect. 251

Average Count—All Positions: 278

Legislative Count: 152

Organizational Units:

Central Administration
Division of Disease Control
Division of Maternal and Child Health
Division of Health Engineering

Division of Public Health Laboratories
Division of Public Health Nursing
Division of Health Promotion and Education
Office of Dental Health

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); (2) controlling environmental hazards to human health ("agents" of disease); and (3) promoting health/wellness through education, counseling, and access to health services.

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted health promotion, disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, childhood lead poisoning, genetic disease prevention, hypertension and diabetes control were organized within the

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Bureau of Health as a result of federal initiatives and with federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of Office of Health Planning and Development in 1976. In Fall 1987, this Office, except for statistics, returned to the Bureau of Health. In 1986, the Office of Emergency Medical Services became a separate administrative unit within the Department of Human Services.

PROGRAM: The programs of the Bureau are carried out within the various divisions and offices listed under the organizational units section. Their individual reports detail the specific activities through which the Bureau promotes the public's health.

In 1986, the Bureau developed the Maine Plan for Public Health, which details the goals and objectives of the Bureau in the areas of family planning, sexually transmitted diseases, immunization, infectious diseases surveillance and control, oral diseases, pregnancy, infant and child health, exercise and physical fitness, nutrition, injury prevention and control, control of stress and violent behavior, tobacco use, chronic diseases, and environmental health and sanitation. The plan includes objectives targeted for 1990 and priorities for Bureau programs.

During FY 89, the Bureau has focused on broadening the planning process to include data from various grants and programs, as well as traditional data. This includes integration of Program Plans across division lines, such as for injury control, chronic disease prevention, and environmental concerns.

Central Administration. The Director of the Bureau functions as the State's Health Officer. In addition to overseeing the Bureau's programs, the Director is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations, and at the national level, represents Maine through membership in the Association of State and Territorial Health Officials.

PUBLICATIONS:

- Bureau of Health Plan
- Information Packet for New Physicians
- Health Officers Manual

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,884,998	3,198,668	1,007,824		1,678,506	
Health Benefits	511,072	268,707	86,996		155,369	
Retirement	1,147,847	625,027	200,533		322,287	
Other Fringe Benefits	51,443	26,623	6,852		17,968	
Computer Services—State	116,148	77,174			38,974	
Other Contractual Service	1,759,726	666,367	235,696		857,663	
Rents	300,632	163,263	21,757		115,612	
Commodities	495,269	259,099	154,214		81,956	
Grants—Subsidies—Pensions	13,288,796	2,171,955	-14,824		11,131,665	
Buildings and Improvement	5,022		5,022			
Equipment	132,467	9,167	107,825		15,475	
Interest—Debt Retirement	1,450	246	161		1,043	
Transfers to Other Funds	111,105		33,813		77,292	
TOTAL EXPENDITURES	23,805,975	7,466,296	1,845,869		14,493,810	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta

Telephone: 289-5697

Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1936

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144E; Citation: 22 M.R.S.A., Sect. 2491

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the five major programs which are reported in the Program.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following five major programs.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling Legislation related to monitoring air quality from SCUBA compressors. General sanitation complaints received by the Division are directed to this program for investigation.

The 8000 licensed establishments are inspected by a field staff of 18 inspectors which enable us to conduct inspections a minimum of twice a year in establishments which operate year-round and a minimum of once a year on all other.

In 1989 the field staff conducted approximately 16,000 inspections including routine, follow-up, complaints and other types of inspections.

An attorney was also hired to provide the legal support needed to enforce the rules. Establishments in serious violation of the rules can be taken to Administrative Court for suspension or revocation of the license.

Complaints are investigated by sanitarians on a priority basis when the complainant can be identified and/or justifiable. Complaints may be registered with the Eating and Lodging Program in person, by telephone or via the mail. A brief description of each complaint is reviewed and then assigned to the sanitarian covering that particular area where the complaint was registered. The Division receives between one and five complaints per day on a seasonal average.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. The 1986 Safe Drinking Water Act Amendments require more water testing for a total of 83 contaminants. Rules were adopted for the first time in 1977 and amended in 1983, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

On February 28th, the Governor accepted an award on behalf of the Drinking Water Program presented by Renew America for the highest rate of drinking water regulation compliance in the nation.

In FY 90, the program staff accomplished the following major operating objectives: (1) conducted 553 sanitary surveys, 9 inspections, and 14 technical assistance visits with 463 enforcement orders under the 1986 Amendments to the (federal) Safe Drinking Water Act written including orders to filter or abandon surface water and orders to cover open storage; (2) licensed 127 water treatment plant operators and conducted four separate license examination sessions; (3) published one issue of "Maine Safe Water"; (4) continued the programming of a database system to automatically determine compliance

with water quality standards; (5) provided testing and test evaluation guidance to primary and secondary schools for lead in drinking water; (6) inspected 32 laboratories for certification compliance; (7) provided 42 days of training seminars for water treatment plant operators; (8) provided engineering and technical review on more than 120 separate water supply projects and provided hydrogeologic review on more than 120 separate groundwater supply projects; (9) monitored for compliance all water supplies eligible for complying with the Safe Drinking Water Act; (10) provided technical assistance to both the private and the public sector in reference to drinking water problems; (11) put over 1,000 seasonal Non-Community Water Systems on a pre-summer testing program and tracked their compliance by computer; (12) continued a pesticides and Volatile Organic Chemical testing program for community supplies; (13) together with MGS, DEP, and the State Planning Office, released a comprehensive Wellhead Protection Program which recommends specific legislation; (14) developed software to print computer generated compliance violation notices; (15) organized data on Giardiasis compiled by the Communicable Disease Control section and targeted systems with potential Giardia disinfection problems; (16) developed software to automatically enter and record electronic data from the Public Health Laboratory, eliminating costly manual data entry; (17) continued joint enforcement efforts with the Manufactured Housing Board (for Mobile Home Parks), the PUC, and DEP; (18) responded to major contamination of Public Water Supplies in Lisbon; (19) continued to monitor ongoing water supply contamination problems in Guilford, Sangerville, and Howland and (20) reported all changes and additions to public water supplies to EPA as required under FRDS (the Federal Reporting Data System).

The recording and reporting of data at the Public Health Laboratory has been computerized and efforts are presently underway to automatically report the results by modem from the lab. At present, results are reported by floppy diskette.

Radiological Health Program. The program is divided into 3 major areas; a brief description follows.

1. *Environmental Surveillance:* Environmental monitoring for ambient gamma radiation and specific radionuclide analysis in biological media is conducted within a 25 mile radius of Maine Yankee Atomic Power Plant.

Thermoluminescent dosimeters (TLDs) are used to measure ambient gamma radiation. Nine (9) stations near the plant are monitored monthly and fifty-two (52) stations within 25 miles are monitored quarterly. In addition, the State of Maine maintains forty-one (41) TLD stations within 10 miles of the plant under a contract with the U.S. Nuclear Regulatory Commission.

A continuous air sampler is maintained at the plant and filters are replaced and analyzed weekly. Seaweed and water samples are collected weekly near the plant service water discharge outlet. Quarterly, 9 milk samples, 5 seaweed samples, and 19 water samples are analyzed for specific radionuclides.

In March of 1989 a remote monitoring system was installed around Maine Yankee Atomic Power Plant. The system is comprised of seventeen (17) gamma radiation monitors which are linked by radio to a control computer located onsite in the Office of Nuclear Safety. The monitors ring the plant site and range from 0.1 to 0.9 miles from the plant. Data from in-plant radiation monitors is also collected by the system. The control computer supports links to computers in Augusta at the Maine Emergency Management Agency and the Division of Health Engineering.

Environmental monitoring also occurs in York County to determine the background radiation due to the presence of Portsmouth Naval Shipyard and New Hampshire Yankee Atomic Power Plant (Seabrook Station). Fifteen stations monitor gamma radiation within a 30-mile semi-circle in southern Maine.

2. *X-Ray Registration:* Rules Relating to Radiation Protection require the annual registration and periodic inspection of all x-ray facilities and machines. One thousand fifty-nine (1059) facilities were licensed with a total of 2128 tubes registered.
3. *Emergency Response:* The Radiation Control Program is prepared to react to radiation emergencies such as could occur at a nuclear power facility, or any holder of radioactive materials (hospitals, institutions, industry). Biannually, the State participates in a federally evaluated emergency drill for Maine Yankee Atomic Power Plant. The Radiation Control Program plays a central role in the assessment of the accident and consequences to the public health. Field teams comprised of Division of Health Engineering personnel and other agency personnel and under the direction of the Radiation Control Program perform initial monitoring for releases of radioactivity and for long term contamination by radioactivity.
4. *Office of Nuclear Safety:* The Office of the State Nuclear Safety Inspector was established at the Maine Yankee plant with the hiring of the Nuclear Safety Inspector on February 6, 1989. The Nuclear Safety Inspector undertook the responsibility of monitoring Maine Yankee, e.g., monitoring storage and transportation of low-level radioactive waste, observing NRC inspec-

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tions, and overseeing the State's newly acquired and installed remote radiation monitoring system installed in proximity to Maine Yankee.

The primary objectives of FY 1991 are to update the x-ray machines facility data base, inspect all mammographic facilities, conduct 100 x-ray machine inspections, complete an agreement between the U.S. Nuclear Regulatory Commission to assume the enforcement actions for materials license holders, and to enforce the Rules Relating to Radiation Protection. Also, promulgation of tanning salon rules will be started.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 89, the program staff accomplished the following objectives:

1. Began the implementation of a computerized tracking system for review projects and the certification of Local Plumbing Inspectors and Site Evaluators.
2. Coordinated the issuance of over 50,000 municipal plumbing permits and maintained a billing system for money received.
3. Held a public hearing on February 6, 1990 to discuss adoption of the BOCA Plumbing Code.
4. Reviewed new designs of subsurface wastewater disposal systems based on points.
5. Provided public information about the program through forums, newsletters, news media, seminars and correspondence.
6. Assisted municipalities in the enforcement of applicable rules with investigation of specific problems, preparation of court complaints or as expert court witness.
7. Provided recertification training for all local plumbing inspectors through a training program conducted statewide.
8. Certified Local Plumbing Inspectors and Code Enforcement Officials in court procedures.
9. Administered written and field examination for candidates as Licensed Site Evaluators.
10. Investigated complaints and initiated appropriate legal action when determined necessary.

Occupational and Residential Health. The Occupational and Residential Health Program (ORH), established in 1985, consolidated services related to general hygiene investigations, urea-formaldehyde foam insulation assessments, radon, child elevated blood lead conditions, asbestos and general "sick building syndrome" complaints. Numerous inquiries are responded to regarding low level exposures to chemical, physical and biological health hazards.

Technical assistance is provided for general consultation plus interpretation of written material or laboratory test results. On-site indoor air assessments are performed in private homes to identify and quantify contaminants, normally after several available passive tests have been performed, on a fee for service basis. General and technical information relating to radon and general indoor air concerns is provided free.

The Program received approximately 9,000 telephone calls relating to health concerns or requests for information. Approximately 230 investigations were completed relating to causes of elevated blood lead, radon or toxic chemicals. The Program has responded to numerous requests to perform indoor air assessments and radon assessments in schools. Numerous speaking requests relating to radon or indoor air have been received.

The ORH Program has been designated the contact agency with the Environmental Protection Agency (EPA) for indoor air, radon and water lead.

The Program has been very active participating in an EPA sponsored House Evaluation Program and School Assessment Program. A School Mitigation Project, funded by EPA, is scheduled for one school during August, 1990. An EPA Radon Grant, effective July, 1990, will enable expanded staff and equipment to better address radon concerns.

LICENSES, PERMITS, ETC.:

Licenses:

Eating Places

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- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Place & Vending Machines
- Catering Establishments
- Eating Place & Catering
- Vending Machine Commissary
- Lodging Place (rooms in private homes if more than 3 rooms rented)
- Motels-Hotels
- Cottages (if more than 3 cottages are rented)
- Self-contained R.V.'s only
- Trailer and Tenting
- Recreational Camps
- Day Camps
- Boys Camps
- Girls Camps
- Boys and Girls Camps
- School Lunch
- School Lunch and Catering
- Class "A" Tavern
- Bed and Breakfast
- Radiation—X-ray License
- Water—Operator's License
- Wastewater—Site Evaluator's License
- Vending Machine Location
- Senior Citizens Meals
- Eating Place Takeout
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for self-contained breathing apparatus)
- Electrology
- Permit:
 - Mass Gatherings
- Certificate:
 - Local Plumbing Inspector
 - Code Enforcement Official—Court Procedures
 - Site Evaluator
 - Water Testing Laboratories
- Registration:
 - Swimming Pool (public)
 - Hot Tubs (public)
 - Ioning Radiation
- Approval:
 - Fluoridated Water Supply
 - Public Water Supply

PUBLICATIONS:

- Copies of rules—free, except plumbing and radiation
- Radon in Air and Water—free
- Water Supply—free
- Water Testing Guide—free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HUMAN SERVICES

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR		General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS						
EXPENDITURES							
Salaries and Wages	104,941			104,941			
Health Benefits	9,543			9,543			
Retirement	20,453			20,453			
Other Fringe Benefits	793			793			
Other Contractual Service	47,811			47,811			
Rents	22,274			22,274			
Commodities	3,823			3,823			
Equipment	8,908			8,908			
Interest—Debt Retirement	198			198			
Transfers to Other Funds	4,468			4,468			
TOTAL EXPENDITURES	223,212			223,212			

OFFICE OF HEALTH PLANNING AND DEVELOPMENT

HELEN ZIDOWECKI, R.N., MSN, DIRECTOR

Central Office: 151 Capitol Street, Augusta

Telephone: 289-2716

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1976

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144N; Citation: 22 M.R.S.A., Sect. 1

Average Count—All Positions: 12

Legislative Count: 12

PURPOSE: The Office addresses issues, concerns and activities which cross Bureaus and departments, with focus on development of services, such as recruitment of health providers to rural areas and expansion/changes in health care institutions; provision of data for policy and program development; education of departmental and contract personnel; preparation of special reports such as DHS services regarding the homeless; and provision of legal documents to the public, such as birth and death certificates.

ORGANIZATION: The Office of Planning, Research and Development expands the previous Office of Health Planning and Development. The Office includes: the Division of Health Planning, the Division of Program Analysis and Development (previously Project Review) which were part of the Bureau of Health since 1987; the Office of Data, Research and Vital Statistics (previously Office of Vital Statistics); and Staff Education and Training Unit.

PROGRAM:

Division of Health Planning: Health Planning provides a statistical and analytical basis for programs and priority development, funding requests, and implementations of regulatory functions, such as certificate of need. Health Planning information is drawn from multiple sources: public and private, program activities and health status outcomes, scientific analyses and projections. The unit has broadened its focus in the last year from strictly development of a planning document to integration of the planning process throughout the Department, including preparation of planning documents, both broad-based and targeted to specific topics for regions throughout the State. In FY90, the Division of Health Planning continued publishing volumes of the *Small Area Variation Analysis of Health Status and Health Care*, and started an exhaustive study of criteria for a broad range of health services, and development of an inventory of these services in Maine, published in *Health Systems Services in Maine*. In addition, the Division has undertaken several specific projects including the development of a long term care need prediction model.

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The Division continues to implement a cooperative agreement with the Maine Ambulatory Care Coalition to increase services available through community health centers. The Division also has been awarded a federal student loan repayment program which recruits physicians/extenders to Maine.

Division of Program Analysis and Development: The Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed significant changes in the health care system as specified in the Maine Certificate of Need Act of 1978, amended (22 MRSA Sec. 301 *et seq.*). These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

During calendar year 1989, the Division processed 73 proposals for new health services and/or health care capital expenditures involving proposed capital expenditures of \$86,048,793. Of those considered, 27 were not subject to review under the Maine Certificate of Need (CON) Act. In accordance with statutory amendments, the Division waived CON review on 7 eligible proposals (\$74,521,925).

A total of 39 full applications were reviewed. Of the decisions rendered, 36 applications were approved (\$59,620,368) and 2 were disapproved (\$1,742,261). One application expired (\$1,938,703), due to sponsors' failure to answer Department questions. The amount of capital costs avoided through disapprovals, withdrawals, and expirations totalled \$7,005,964, or 11% of the proposed expenditures subject to review.

In 1989 the Division was assigned responsibility for administration of the newly enacted Community Health Program. Rules to implement the program were duly promulgated and requests for proposals were solicited. Twenty-nine grant requests were received proposing either primary care programs or health promotion programs.

Staff Education and Training Unit: The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Department training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Department personnel who may serve as trainers for specific programs. The Unit maintains and continuously updates an inventory of specialized contract trainers. Training programs are presented Statewide and are available to virtually every employee of the Department as well as employees of block grant agencies and others on a space available basis. The training topics cover such varied areas as basic skills and knowledge, individual development, highly specialized programs such as Identification of Child Abuse and Sexual Abuse, and a full curriculum of managerial and supervisory training. Attendance at these programs is recorded on a Staff Training Records System, and Continuing Education Units are awarded to help meet professional development needs. In addition, the Unit offers consulting services and specialized training for intact work groups which may be arranged with individual managers and supervisors.

Office of Data, Research and Vital Records: Please see separate report.

PUBLICATIONS:

Health Systems Services in Maine, Vol. I.—\$8.00

Small Area Variation Analysis (SAVA), Vol. I—\$3.00, II—\$8.00, III—\$13.00)—1989

State Health Plan for Maine 1985

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF HEALTH PLANNING AND DEVELOPMENT (HUMAN SERVICES)	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	348,979	348,979				
Health Benefits	29,739	29,739				
Retirement	68,912	68,912				
Other Fringe Benefits	3,537	3,537				
Computer Services—State	4,455	4,455				
Other Contractual Service	36,750	36,750				
Rents	26,979	26,979				
Commodities	1,566	1,566				
Interest—Debt Retirement	17	17				
Transfers to Other Funds	143	143				
TOTAL EXPENDITURES	521,077	521,077				

MAINE HEALTH PROGRAM ADVISORY COMMITTEE

Established: 7-12-89

Sunset Termination Starting by: June 30, 1993

Reference: Policy Area:; Umbrella: 92; *Unit:* 521; *Citation:* 22 M.R.S.A., Sect. 3189

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: This committee was created as part of an Act to Improve Access to Health Care and Relieve Hospitals Costs Due to Charity and Bad Debt Care Which are Currently Shifted to Third Party Payors, to advise the Department on an ongoing basis with respect to the development and administration of the Maine Health Program, a program created to expand access to basic health care to meet the health care needs of uninsured financially needy Maine residents.

ORGANIZATION: Of the twelve-member Committee, five are appointed by the Governor, representing hospitals; mental health, substance abuse or chiropractic services; physicians; a health policy researcher; and nurses. Six members appointed jointly by the President of the Senate and Speaker of the House represent the Special Select Commission on Access to Health Care; community health centers; and two consumers, in addition to a Senator and one Member of the House of Representatives. The Superintendent of Insurance or designee also serves on the Committee. Members serve two year terms. This Committee, along with the Maine Health Program, is repealed effective June 30, 1993. The Department supplies staff and other assistance.

PROGRAM: This Committee meets monthly to review and make recommendations concerning proposed rules and to study issues relating to implementation of the program, including issues such as asset limits, effect of other Federal legislation, the needs of working and nonworking participants for funds to pay transportation and other work-related costs, and program administrative costs.

PUBLICATIONS: Proposed Rules for Maine Health Program, with final rules to be published and to be effective October 1, 1990.

FINANCES, FISCAL YEAR 1990: Each member of the committee is compensated for expenses.

DIVISION OF HEALTH PROMOTION AND EDUCATION

RANDY SCHWARTZ, DIVISION DIRECTOR

Central Office: 151 Capitol St., Augusta

Telephone: 289-5180

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: 6/30/93

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144P; *Citation:* 22 M.R.S.A., Sect. 251

Average Count—All Positions: 17

Legislative Count: 0

PURPOSE: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy.

ORGANIZATION: The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work.

PROGRAM: The Division of Health Promotion and Education addresses those health problems and conditions in which prevention through education is a major strategy. Today, the leading causes of death

and disability in Maine and in the United States are no longer infectious diseases with single causes (like tuberculosis or diarrhea), but man-made and degenerative diseases. These diseases do not have a single cause but are a result of combinations of risk factors. Heart disease, cancer and unintentional injuries account for nearly 75% of all premature deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (social and personal lifestyle); (2) environment; (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (social and personal lifestyle) and environment contribute largely to the multiple causes of these every day deaths and disabilities.

The term health promotion is simply defined as any combination of health education and related organizational, economic or political interventions designed to facilitate behavioral and environmental changes conducive to health. In addition to actions focused on individuals, the Division has, and continues to be involved in organizational and political initiatives to improve health. The Division continues to have lead responsibility in implementing the "Workplace Smoking Act of 1985." During the past year training has been provided to service organizations who have assisted hundreds of businesses throughout the state in implementing smoking policies and offering quit smoking classes. The Division also provided staff support to the legislatively created Employee Health Promotion Program Commission two years ago. During the last legislative session, the Division provided testimony and background research to support the proposed creation of the Bureau of State Employee Health, the major recommendation of the Commission. The Division shares responsibility with the Division of Disease Control for staffing the legislatively created Cancer Prevention and Control Advisory Committee. Since school health is an area in which great strides can be made in preventing illness, the Division actively participates in efforts to improve education in that setting. In addition, the Division participates in the Maine School Health Education Coalition.

The Division is now providing staff support to the Governor's Commission on Smoking or Health.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. Communities, worksites, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs follows:

Community Health Promotion Program. This program focuses on the community as the primary level of intervention, utilizing principles of community involvement, planning, quality interventions and evaluation. The primary goal of the program is to establish a statewide network where the Division of Health Promotion and Education works in a partnership with the local communities to establish a methodology for planning, implementing and evaluating community based health promotion programs.

Currently, health promotion activities are occurring in many communities throughout Maine. However, many of these activities are carried out by various groups within a community and address specific health risk areas: smoking cessation, weight control or hypertension. These programs are rarely organized however, into a unified, coordinated approach to address the primary problems of disease prevention and health promotion specific to that community. A process designed by the Centers for Disease Control to facilitate this organized approach to community health promotion is named PATCH (Planned Approach to Community Health). In May, 1986 the State of Maine, Division of Health Promotion and Education was selected as one of the nine states to work with CDC in the delivery of this PATCH process throughout the state.

PATCH provides a forum through which health education professionals and citizens plan, conduct and evaluate health promotion programs at the community level. Working as a team, representatives from the Bureau of Health, Division of Health Promotion and Education, local health agencies, community workers, citizens, and staff from the Centers for Disease Control form an active partnership with the intent of implementing health promotion programs designed to meet the priority health needs of a community.

In June, 1986, an orientation to the PATCH program was provided by staff from the CDC to members of the Division of Health Promotion and Education, other divisions within the Bureau of Health and key community people throughout the State of Maine. The Division and the CDC are currently working with six PATCH sites in the State of Maine: Mt. Desert Island, Greater Waterville, Baldwin-Limington-Sebago and Standish area, the Massabesic (Alfred, Limerick, Lyman, Newfield, Shapleigh, Waterboro) area, St. John Valley and Ellsworth. The Community Health Promotion Program plans to have at least eight communities involved in the PATCH program by July 1990.

Additional Community Health Promotion Activities: In addition to the above focus on PATCH, the Community Health Promotion Program has been involved in a number of other activities among which include:

1. **Community Chronic Disease Prevention Program.** Maine is one of only three states to have received a cooperative agreement to implement a community-based chronic disease prevention program focused on risk factors for heart disease and cancer. The Community Health Promotion

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Program is working with three communities: Mount Desert Island, the Portland West End Neighborhood and the Penobscot Indian Reservation (Indian Island). The cooperative agreement began October 1, 1987 and is renewable for three years. All three communities have hired project coordinators (1/2 FTE), collected baseline data on behaviors, knowledge and program participation concerning heart disease and cancer risk factors, and initiated interventions on exercise, nutrition and smoking. The third and final year of the project will focus on continuing the intervention activity and evaluation.

2. **Community Health Promotion Institute:** The Community Health Promotion Institute was held December 1-3, 1988. All three CCDPP communities were represented in addition to PATCH communities and the Eastern Maine Medical Center Healthy Heart Program. Community participants received training in leadership skills development and program institutionalization. Marshall Kreuter, Director, Division of Chronic Disease Prevention and Health Promotion, Centers for Disease Control was the keynote speaker for the second year.
3. **Project LEAN (Low-fat Eating for America Now):** Project LEAN is a national public education campaign to reduce dietary fat. Initiated by The Henry J. Kaiser Family Foundation's Health Promotion Program, Project LEAN is co-sponsored by Partners for Better Health, a committee of twenty-eight national government, professional, and industry organizations all committed to reducing the nation's consumption of dietary fat. Project LEAN is directed to consumers and industries, organizations and professionals that influence what Americans eat.

The Kaiser Family Foundation (KFF) plans to provide support to a network of states, communities, and major media markets for expanding and extending the campaign. The primary objectives for these activities are: (1) to promote and teach consumers to make lower-fat food choices; (2) to increase availability and accessibility of low-fat foods in supermarkets, restaurants and cafeterias; and (3) to increase collaboration among community organizations committed to reducing dietary fat.

The Division of Health Promotion and Education is coordinating Project LEAN in Maine and has begun work to develop a game strategy for statewide and community level campaigns to complement the national campaign. To that end, in February 1989 the Maine Project LEAN Partners Network comprised of over 60 representatives from a variety of agencies and organizations was established. Two representatives from the Division of Health Promotion and Education, University of Maine Cooperative Extension staff and several community representatives from PATCH sites attended a Project LEAN series of workshops in Atlanta, February 27-March 1, 1989. These workshops, sponsored by the Centers for Disease Control and KFF helped state representatives to identify strategies and receive additional training in social marketing techniques to implement Project LEAN.

4. *The Maine Health Promoter*, a newsletter for the Bureau of Health, is published quarterly. In FY 89 special issues on cancer and the Maine Behavioral Risk Factor Survey were published.
5. **The Employee Health Forum.** This forum was established in the Division's Risk Reduction Program (now the Community Health Promotion Program). The Risk Reduction Program focused on the worksite as the primary setting for risk factor prevention activities. Through the efforts of this program, quality worksite health promotion resources have become available in nearly all areas of the state. The role of the Division of Health Promotion and Education is to advocate for health promotion programs and convene those organizations providing those services for professional development activities. Assistance is limited to advocacy, professional education, training and maintenance of the Employee Health Forum which provides continuing education in the area of employee health.

Cardiovascular Disease Risk Reduction Program. This year, the Cardiovascular Disease Risk Reduction Program was established. This program oversees activities related to the three major risk factors for cardiovascular disease, high blood pressure, high cholesterol and smoking. This program used to be the Community High Blood Pressure Program and has expanded to include other risk factors.

An estimated 24% of Maine's adult population age 18 and older have hypertension. Although the prevalence rate of hypertension is equal by distribution among male and females, hypertensive males as compared to females tend to be less aware, less likely to be on medication, and less likely to be controlled if on medication. Uncontrolled high blood pressure leads to heart attack and stroke (the number one and number three causes of death in Maine).

The largest number of adults with elevated diastolic blood pressure is the middle-aged adult male (18-60 years). Since three-fourths of men and approximately one-half of women in Maine work, the worksite (in addition to other community settings) is one of many locations for reaching this target population. In addition, seven out of ten people with uncontrolled high blood pressure are working age.

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The Community High Blood Pressure Program funds local agencies throughout the State to provide hypertension screening, education, referral and follow-up services at worksites and in communities. These agencies provide services to their surrounding areas, leaving few places throughout the State not receiving hypertension screening, education, referral and follow-up. In FY 89, 15 agencies were funded to provide hypertension services to adults in Maine. \$147,901 was awarded by the Community High Blood Pressure Program to screen for hypertension. During FY 89, 36,883 total clients have been projected to be screened.

To ensure quality, all agencies funded under the Community High Blood Pressure Program follow Maine High Blood Pressure Council Guidelines for Detection, Evaluation and Treatment of High Blood Pressure. Agency staff also follow the American Heart Association, Maine Affiliate Blood Pressure Measurement Technique. The Program continues its close working relationship with the Maine High Blood Pressure Council, a major advisory body to the Department of Human Services for recommendations and assistance regarding hypertension screening throughout the State.

Control of high blood pressure and prevention of cardiovascular disease is often interrelated with reducing a number of primary and secondary associated risk factors such as smoking, obesity and elevated cholesterol. The Community High Blood Pressure Program continues to coordinate education and training efforts with the Division of Health Promotion and Education Community Health Promotion Program to enhance agency effectiveness in multiple risk factor intervention in both the worksite and the community. The Division is doing formal work with CDC on the Planned Approach to Community Health (PATCH) Program and the CDC assists their efforts. Over the past year, many of the Community High Blood Pressure Program agencies have successfully expanded the scope of their preventive services and used the assistance and training opportunities provided by the Division.

The Workplace Smoking Law. Staff from the Cardiovascular Disease Risk Reduction Program have assisted in a number of activities that resulted from the Workplace Smoking Law, which went into effect January 1, 1986. They have assisted with other laws concerning cigarette sales such as vending machines, smoking in public buildings and restaurants. These have become effective September 30, 1987. Staff have provided information concerning the new legislation to consumers, restaurant owners and others. With respect to the Workplace Smoking Law, assistance has been provided primarily to employers and employees with questions or complaints about the implementation of this policy. Since the Bureau of Health has enforcement responsibility for this law, significant activities will continue to occur.

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g., atherosclerosis, severely impaired vision, amputation of lower extremities, adult blindness, end stage renal disease, and loss of nerve function). Diabetes is one of the ten leading cause of death in Maine, and is a contributing factor in many other deaths.

Beginning in 1987, the Diabetes Control Project (DCP) first entered into a cooperative agreement with the U.S. Public Health Service/Centers for Disease Control. The goals of the DCP were identified as the development and maintenance of statewide activities designed to reduce morbidity and mortality due to diabetes mellitus and the associated cost burdens resulting from the disease and its complications. An Advisory Committee representing various consumers and providers from the Maine health care community assisted the Project staff in the planning and development of these diabetes control activities.

During the first Project year, morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine and to link hospital discharge data and death certificate data where diabetes was a contributing factor. Staff developed guidelines for outpatient diabetes education and follow-up, and subsequently assisted hospitals, health centers and community agencies statewide in the development of Ambulatory Diabetes Education and Follow-Up (ADEF) programs. The program now exists in over forty health care institutions throughout the State. The development of continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes is ongoing.

A major accomplishment of the Diabetes Control Project was the obtaining of third-party payment for outpatient diabetes education thereby providing sites with the financing needed to conduct these educational programs.

In November 1983, the Diabetes Control Project submitted "Final Report: Reimbursement Pilot Study for the Ambulatory Diabetic Education and Follow-Up (ADEF) Program" to Blue Cross/Blue Shield of Maine. In this report, the Project documented a 32% reduction in hospitalizations among a study population of 813 ADEF participants with one-year follow-up data. In addition, ADEF follow-up data indicated a reduction in hospital length of stay and patient weight loss. Based on these results and the

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experience of the Project, the Board of Directors of Maine Blue Cross/Blue Shield voted in December, 1983 to make reimbursement for the ADEF Program a permanent policy for its regular members. Medicare and Medicaid continue to reimburse as policy.

The Diabetes Control Project's objectives for FY 89 were to continue to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities; to continue to develop and refine ambulatory diabetes education and follow-up programs; to link inpatient education with outpatient education in hospitals having ADEF programs; and to develop and implement the following diabetes complication-specific programs:

- Maine Diabetes in Pregnancy Program works with health professionals throughout Maine to identify women with diabetes of childbearing age in order to provide patient education on the prevention of adverse outcomes of diabetic pregnancies through glycemic control prior to conception and throughout gestation.
- Maine Hypertension in Diabetes Program works with existing and new hypertension detection, treatment and follow-up programs to coordinate and integrate the resources of the DCP to detect and control hypertension in persons with diabetes.
- Diabetic Eye Disease Prevention Program works with eligible eye care providers to ensure the availability of screening programs for persons with diabetes at high risk for developing diabetic eye disease.
- The Maine Amputation Prevention Program is a new initiative which will focus on the prevention of lower extremity amputations.

The Department of Human Services (DHS) Library which began in 1970, provides health science information to Departmental employees, health professionals, health-oriented agencies and private citizens.

The Library was involved in forming the Maine Health Science Library and Information Consortia, Inc. (HSLIC) in 1973. Active cooperation with the Consortia and other reciprocal libraries has resulted in an increase in availability of health science information through the DHS Library.

In addition to basic health science information, special collections include health education and promotion, diabetes, occupational health, nutrition, cardiovascular health, alcohol and drug abuse, radiation, water, sanitation, environmental health and acquired immunodeficiency syndrome (AIDS). The Library also maintains an extensive periodical collection in many of the areas listed above.

The DHS Library audiovisual collection includes subjects in the use of child safety seats, seat belt safety, scoliosis screening, parenting, stress management, smoking cessation, self-breast examination, AIDS, and other sexually transmitted diseases.

The Library provides circulation of in-house materials, and audiovisual equipment, also reference services and interlibrary loans services. As of 1988, the Library offers literature searches (bibliographies) on any health topic from either Medline (National Library of Medicine) or the Bibliographic Retrieval Service (BRS Information Technologies). Combined these two vendors provide the Library access to over 150 different databases.

In 1970, the total of completed requests for information was 1,252. In calendar year 1985, that total increased to 8,271. In fiscal year 1986-87, our total decreased slightly to 8,103 due to a change to more accurate statistical procedures. In fiscal year 1987-88, totals again decreased due to the relocation to its present location and then from recovery from flooding.

Statistical breakdown of requests, comparing State Fiscal Years 87-88* and 88-89:

	87-88*	88-89
Literature searches	100	114
Books circulated	206	172
Journals circulated	1,340	1,203
Audiovisuals circulated		
—programs	262	228
—equipment	727	713
Interlibrary loan requests		
—articles	1,106	1,182
—books	168	97
Article requests of materials, inhouse	604	818
Total of completed requests	4,513	4,792
Total of request for services	2,211	1,928
Total of units of service	3,886	3,289

* The Department of Human Services Library closed for the months of November and December 1987.

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PUBLICATIONS:

(available at no charge)

The Maine Health Promoter
Community High Blood Pressure Program Description
Diabetes Control Project Description
Guidelines for Choosing Health Promotion Programs
Department of Human Services Library Brochure
Quit Tips for Stopping Smoking
Maine Behavioral Risk Factor Survey Report

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ADVISORY COMMITTEE ON HOME HEALTH

Established: 2-1-92

Reference: Policy Area.; Umbrella: 92; Unit: 526; Citation: 22 M.R.S.A., Sect. 2150A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: This committee was established in the first session of the 114th Legislature to monitor the policy of the Bureau of Medical Services of the Department of Human Services in regard to home health services and to advise the Bureau on provisions of the Medicaid program which affect the development and maintenance of effective home health services. The statute creating this committee is repealed February 1, 1992.

ORGANIZATION: There are nine members on this committee, as follows:

One Senator, appointed by the President of the Senate;

Two members of the House of Representatives appointed by the Speaker of the House;

Six members appointed by the Commissioner of Human Services, to include one member to represent the Maine Committee on Aging, one member to represent a home care alliance, two members to represent home care consumers and two members to represent home care provider agencies which are Medicaid providers. All members serve two year terms.

PROGRAM: This committee has met every two months to review current and proposed Medicaid policies for home care services, to become better informed concerning licensure and Medicare/Medicaid certification requirements and other Medicaid activities affecting home care providers. A report was prepared with input from the Committee, as required by the legislation.

PUBLICATIONS: Report of the Advisory Committee on Home Health, January 1990.

FINANCES, FISCAL YEAR 1990: Committee members are reimbursed for expenses.

BUREAU OF INCOME MAINTENANCE

SABRA BURDICK, DIRECTOR

Central Office: Whitten Rd., Hallowell

Telephone: 289-2826

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144B; Citation: 22 M.R.S.A., Sect. 3101

Average Count—All Positions: 335.5

Legislative Count: 69.5

Organizational Units:

Quality Control Unit

General Assistance

Family Services Program

AFDC

Division of Support Enforcement and Recovery

Food Stamps

Medicaid Eligibility

Emergency Assistance

A.S.P.I.R.E. Jobs/Jet

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Emergency Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces child support enforcement and location laws. Furthermore, the Bureau supports the development of management information systems and other management control systems; and, finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. The Bureau is recognized by statute as an administrative unit of the Department of Human Services. Its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by the 110th Maine State Legislature effective September 18, 1981.

PROGRAM: The most significant accomplishments of the Bureau during FY 90 were: continued decrease in error rates; increase in child support collections from absent parents; implementation of the ASPIRE program, a cooperative effort between the Bureau and the Department of Labor to provide education, training and employment opportunities to recipients of welfare.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity, unemployment or absence from the home of a parent. This is a categorical assistance program based on sixty-five percent federal and thirty-five percent State funding. The Income Maintenance Unit processes applications and conducts periodic reviews through the regional offices. The Unit's active caseload averages 19,500 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices. Effective October, 1985, AFDC for unemployed parents was started. Effective January 1, 1989, AFDC for pregnant women was implemented.

Division of Support Enforcement and Recovery. The Division of Support Enforcement and Recovery is responsible for the establishment and enforcement of child support obligations in behalf of children whose parent(s) are not meeting these responsibilities. Associated tasks involve the location of missing parents and the establishment of paternity of children born out-of-wedlock, as well as the initiation of collection/enforcement action to recover past-due support. Support Enforcement Services are available to all who need them irrespective of economic status. During the past year, the Overpayment and Recovery Unit was re-assigned to this Division. The Overpayment and Recovery Unit, now known

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as the Special Investigation and Recovery Unit, is responsible for the investigation of misrepresentation of facts by Bureau clients and the recovery of overpayments of programs' funds.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government and fifty percent by the State Government. The average monthly caseload is 46,000 households consisting of over 100,000 individuals.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health and Human Services, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility. The Bureau is responsible for program development and setting eligibility policies in this program. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by Federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial. As a result of changes in Federal regulations, pregnant women and newborns have been added as eligibility categories which assists individuals who would not be categorically eligible prior to these changes. Prenatal care and postpartum services are now available to more individuals to improve the health standards for newborns.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the 494 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .003% of their 1981 state evaluation. At this time, administrative costs of municipalities are not reimbursable. As of July 1, 1989, there are more expenditures reimbursed as a result of a law passed by the 113th Maine State Legislature. Municipalities now have the option of receiving 50 percent of their direct costs until their obligation is met or receiving 10 percent of their direct costs for the entire year.

In addition, there are 414 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Staff of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and administrative reviews, handling complaints from clients, as well as offering consultation to municipal officials in establishing standards of need.

Emergency Assistance. This program is designed to provide assistance to families with dependent children. It is limited in scope, length and frequency of service. Most assistance is granted to alleviate an emergency caused by destitution or homelessness. In FY 90, the program was decentralized and is now available through regional offices.

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The Telephone Subsidy and Installation Programs. The Maine State Legislature authorized the Public Utilities Commission to administer the Telephone Subsidy and Installation Programs. The Department's role is to provide information to determine applicants' eligibility.

A.S.P.I.R.E./Jobs Program. In July 1988, the A.S.P.I.R.E. Program replaced the WEET Program. In June 1988, the Legislature enacted the A.S.P.I.R.E. Program, Additional Support for People in Retraining and Education, a coordinated delivery of education and training programs designed to reduce welfare dependency. The A.S.P.I.R.E. Program is a collaborative initiative of the Department of Labor and the Department of Human Services to bring together the resources of both systems to enable AFDC recipients statewide to become self-sufficient.

The Bureau of Income Maintenance is responsible for the overall administration and operation of the A.S.P.I.R.E. Program. The Department of Labor Job Training System is primarily responsible for education, training, and job placement.

In areas where A.S.P.I.R.E. /Jobs is co-located with JTS, an A.S.P.I.R.E. /Jobs case manager is assigned for continuity and pre-training activities. In areas where A.S.P.I.R.E. /Jobs is not located, the Bureau contracts with the Department of Labor to provide services.

The A.S.P.I.R.E. Program provides the following services to AFDC recipients:

- Assessment of AFDC recipients employability and employment-related needs for education, training, and support services,
- Case management approach, working with individual A.S.P.I.R.E. participants to put together the particular mix of available education, training, employment, and support services needed by the individual recipients,
- Development of action plan (Individual Opportunity Service Contract) to address client needs,
- Pre-training, including remedial education, career decision-making, social-life skills development,
- Referral to other agencies for support services, education, training, and job placement services,
- Support services to assist AFDC recipients to obtain the education, training, and job search assistance to become self-sufficient, and
- Advocacy to ensure the availability of and accessibility to services and opportunities for AFDC recipient

A.S.P.I.R.E. Jet Program. Food Stamp recipients began to receive employment and training services in January 1983, after the Department of Human Services received a contract by the U.S. Department of Agriculture to participate in a national demonstration program to test various job search methodologies. Under the demonstration, a group employment search activity called "Job Club" was tested. After June 1984, Food Stamp recipients were allowed to choose to either participate in an individual, monitored job search or "Job Club."

On April 1, 1987, the Food Security Act of 1985 became effective and allowed for more latitude in the design of employment and training programs for Food Stamp recipients. The Food Security Act of 1985 emphasized improving the employability of Food Stamp recipients and as a result, the Food Stamp Employment and Training (FSET) Program was developed in Maine and was started in April 1987. The FSET Program continued to develop and in October 1987 the Job Exploration and Training (JET) Program evolved. The JET Program provides more services to Food Stamp recipients than earlier programs with some limited support services money.

A.S.P.I.R.E. Jet provides the following services to Food Stamp recipients:

- Assessment of Food Stamp recipients employability and employment-related needs for education, training and support services,
- Development of action plans with Food Stamp recipients addressing those needs,
- Referrals to other agencies for a variety of services,
- Job search assistance, on both a group and individual basis,
- Case management approach, working with individual Food Stamp recipients to put together the mix of services to assist them in becoming self-sufficient,
- Limited support services to assist Food Stamp recipients towards self-sufficiency.

Family Services Program. Pregnant and parenting teens are at risk for a range of problems that effect their ability as parents and their ability to take advantage of educational, training and employment opportunities. The Family Services Program, utilizing an innovative mix of outreach and case work services, provides opportunities that target the self sufficiency needs of Maine's pregnant and parenting teens. Eligibility for the Family Services Program is dependent on the teen receiving benefits under the AFDC Program. The Family Services Program operates under a case management model that brings into play the health, education, training, and supportive resources available in the teen parent's community. Upon the teen parent's completion of high school or its equivalent, the Family Services Program serves as a direct link for young parents to Maine's ASPIRE Program.

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PUBLICATIONS:

Medicaid in Maine—free at regional offices.

Assets in Nursing Home Eligibility—free at regional offices.

General Information Regarding Nursing Home Eligibility—free at regional offices.

Other free pamphlets regarding AFDC, Food Stamps.

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

A Report on Maine's Welfare Employment, Education and Training Program, submitted to: members of the 111th Maine State Legislature, January 1984.

The Work/Education Quarterly, Vol. 3, No. 1, 1984/85. Published by the Maine Occupational Information Coordinating Committee.

Maine. The Demonstration of State Work/Welfare Initiatives. Interim Findings from a Grant Diversion Project—Manpower Demonstration Research Corporation, Three Park Avenue, New York, New York 10016.

A Path to Self-Sufficiency for Maine's Welfare Recipients—An Interim Report, The Statewide Workgroup on Adult Welfare Recipients, September 1985.

(All publications are free and available from the Division of Welfare Employment.)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,083,699	1,641,393	983,424		4,458,882	
Health Benefits	703,842	139,493	107,677		456,672	
Retirement	1,396,953	323,620	194,780		878,553	
Other Fringe Benefits	61,212	10,143	12,721		38,348	
Computer Services—State	970,201	428,734	138,280		403,187	
Other Contractual Service	3,342,801	1,391,478	184,556		1,766,767	
Rents	354,820	143,070	87		211,663	
Commodities	78,667	40,491	2,431		35,745	
Grants—Subsidies—Pensions	153,277,730	54,871,199	34,429,908		63,976,623	
Equipment	34,749	9,520	7,206		18,023	
Interest—Debt Retirement	1,067	817	1		249	
Transfers to Other Funds	232,890		31,187		201,703	
TOTAL EXPENDITURES	167,538,631	58,999,958	36,092,258		72,446,415	

OFFICE OF MANAGEMENT AND BUDGET

RUDOLPH NAPLES, DEPUTY COMMISSIONER

SHIRLEY D. HUGHES, Assistant Deputy Commissioner

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144M; Citation: 22 M.R.S.A., Sect. 3

Average Count—All Positions: 196

Legislative Count: 91

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

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ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: Financial Services, Audits, Personnel and Labor Relations, Affirmative Action, Staff Education and Training, Data Processing, Regional Administration, and Plant and Office Services.

PROGRAM:

The program of the Department of Human Services Office of Management and Budget is accomplished through its various components:

Division of Financial Services. This division is responsible for the preparation of the Department's biennial budget and budget work programs, for all general accounting requirements, for payment of all invoices (except medicaid), for preparation of all federal financial reports and for providing budgetary, accounting, and analytical reports to departmental program managers.

The division comprises four units: account managers responsible for preparation and control of the budget and federal reporting; administrative bills section; client bills section; and cashier unit including receipt of child support payments.

Division of Audit. The Division of Audit of the Department of Human Services is responsible for auditing all funding sources of the Department that require audits. These include all contracts and grants issued by the Department, all Medicaid funds for acute care services rendered in hospitals, all Medicaid funds used for Nursing Homes, (Intermediate Care Facilities and Skilled Nursing Facilities), Intermediate Care Facilities for the Mentally Retarded, Home Health Agencies, Rural Health Agencies, Developmental Training Programs for the Mentally Retarded, and all payments made to Boarding Homes under the Boarding Home Program. The contracts and grants are all audited under the State Single Audit Act. The Hospitals, Home Health Agencies, and Rural Health Agencies are all audited in accordance with the Medicare Principles of Reimbursement and through the Common Audit Agreement with the Medicare Fiscal Intermediary who is Blue Cross and Blue Shield of Maine. The Nursing Home Programs (ICF, SNF, ICF/MR and Developmental Training Programs for the Mentally Retarded) all have a set of Principles of Reimbursement and are fully audited by the Division of Audit of the Department of Human Services. Intermediate Care Facilities and Intermediate Care Facilities for the Mentally Retarded each have their own set of Principles of Reimbursement and are reimbursed on the prospective payment system. The Skilled Nursing Facilities and the Developmental Training Programs also have Principles of Reimbursement but they are based on the retrospective system of reimbursement. The Boarding Home Program has its own set of Principles of Reimbursement and is reimbursed on the retrospective system but costs are limited to a Departmental Ceiling imposed by the Commissioner.

The Division of Audit assigns the rates on a per diem basis for all the Nursing Home, Boarding Home, and Mentally Retarded Programs. These rates remain in effect throughout the year and are only changed if additional staffing is required or major capital improvements are made. At the end of the year every facility is required to submit a cost report and a set of financial statements which are then audited and a final settlement is made in a lump sum payment. If the facility has been underpaid the Department will pay them any additional amounts due. However, if an overpayment has been made the Department will require it to be returned. At the completion of the audit a final prospective rate for the Intermediate Care Facilities and the Intermediate Care Facilities for the Mentally Retarded will be established and all amounts paid for that operating year will be adjusted accordingly with payment being made to the providers or recovered in the event of a lower final prospective rate being established.

Division of Personnel & Labor Relations. This Division reports to the Deputy Commissioner of Management & Budget and functions as a support division in the Administration of Personnel/Labor Relations requirements of the Department. The responsibilities include the interpretation and implementation of Personnel policies as it relates to approximately 2,600 employees in 286 job classifications located in 14 geographic locations statewide.

The central personnel office is located in Augusta and administers current union contracts as well as civil service laws and rules necessary in maintaining uniformity in the personnel system. Included with this administrative responsibility is the maintenance of all employee and payroll records utilizing the latest computerization techniques; administration of Workers' Compensation cases to include approval for payment of claims; and unemployment compensation administration. The Labor Relations function includes representing the Department in the resolution of grievances in accordance with negotiation contracts and supervisory training with respect to discipline and contract interpretation and administration.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Department training efforts by working with program administrators and field staff. The Unit identifies, trains and

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coordinates the efforts of other Department personnel who may serve as trainers for specific programs. The Unit maintains and continuously updates an inventory of specialized contract trainers. Training programs are presented Statewide and are available to virtually every employee of the Department as well as employees of block grant agencies and others on a space available basis. The training topics cover such varied areas as basic skills and knowledge, individual development, highly specialized programs such as Identification of Child Abuse and Sexual Abuse, and a full curriculum of managerial and supervisory training. Attendance at these programs is recorded on a Staff Training Records System, and Continuing Education Units are awarded to help meet professional development needs. In addition, the Unit offers consulting services and specialized training for intact work groups which may be arranged with individual managers and supervisors.

Data Processing. The Division of Data Processing is the interface between the Department of Human Services' operations and the state's centralized computers, of which the department is the largest user. The division not only maintains computerized applications for the administration of departmental programs, it designs and constructs new applications in response to legislative and federal requirements, and also develops new approaches in response to advances in technology in order to meet the total informational needs of the department. Such new development ranges from the installation of office automation capabilities in its statewide operations, through the transfer of information files for management analysis, to the upgrading and conversion of the integrated client database to a modern, more flexible model to meet the departmental needs for growth.

Much of the division's prior accomplishments has been due to its organization of staff into effective, knowledgeable units, each directed to a specific area of the department's programs. Examples are the units which handles Income Maintenance (AFDC, Food Stamps, Medical Assistance, Support Enforcement, and Emergency Assistance) and Social Services. Much of the future challenge to the division will be the need to balance the system maintenance and construction activities with the staff resources needed to meet the data base development and conversion requirements. One approach is to direct new system/program development to the centralized Office of Information Services.

New technology and new capabilities require training at all levels if effective utilization is to be attained. In addition to its other functions, the division is not only responsible for providing the knowledge, facilities, and assistance to allow proper usage, it is also responsible for ensuring the security of our operations.

Affirmative Action. The Affirmative Action Officer (AAO) is responsible for the Department's compliance with all applicable state and federal laws, rules and regulations regarding equal employment opportunity. To do this, the AAO monitors and updates the Department's Affirmative Action Plan and monitors hiring practices in the Department. The monitoring involves the use of an expanded certification and coding system which is coordinated by the Department of Personnel. This system enables the AAO to monitor and track applicant flow and build an improved data base for affirmative action goals.

The AAO also handles internal grievances and complaints that allege discrimination by the Department. The AAO represents DHS at administrative hearings as necessary when complaints are made to outside compliance agencies.

The Affirmative Action Officer provides formal training for supervisors regarding Employee Interviewing and Selection Techniques and Affirmative Action Legislation and Regulations. In addition, the AAO provides information and guidance to individual supervisors with specific questions. The AAO also participates in the delivery of training for all employees in the Department, including Assertiveness Training. A special component on dealing with sexual harassment is included in the assertiveness program.

The Affirmative Action Officer also provides basic career counseling to employees of the Department to assist in their professional growth and development.

Division of Plant and Office Services. The Division of Plant and Office Services is a vital support unit whose primary function is to insure the smooth running, efficient operation of the department, by maintaining a continuously updated inventory of office supplies, as well as insuring timely delivery and distribution of incoming and outgoing mail.

In addition, this office supplies the department with all the various forms used, and coordinates requisitions for printed matter that is done by State Printing.

This office is also responsible for insuring that the department's vehicles are kept clean and in good mechanical condition.

The stockroom is responsible for forms that are used by hospital, city and town clerks, funeral homes, doctors, and nursing homes.

Equipment repairs are channeled through this office, and light moving tasks are also performed by Office Services personnel.

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Also, the Division of Plant and Office Services is responsible for the microfilming of various documents for the Department, statewide.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,836,193	2,166,337	73,676		2,596,180	
Health Benefits	410,063	195,356	5,491		209,216	
Retirement	933,384	436,143	13,991		483,250	
Other Fringe Benefits	37,158	14,746	781		21,631	
Computer Services—Comm	59		59			
Computer Services—State	140,003	71,202	686		68,115	
Other Contractual Service	732,731	368,158	-8,041		372,614	
Rents	247,080	57,899	200		188,981	
Commodities	352,463	32,002	470		319,991	
Grants—Subsidies—Pensions	8,239	4,147			4,092	
Equipment	8,883	3,747			5,136	
Interest—Debt Retirement	234	149	6		79	
Transfers to Other Funds	117,686		1,683		116,003	
TOTAL EXPENDITURES	7,824,176	3,349,886	89,002		4,385,288	

DIVISION OF MATERNAL AND CHILD HEALTH

ZSOLT H.B. KOPPANY, M.D., M.P.H., DIRECTOR

Central Office: 151 Capitol Street, Augusta

Telephone: 289-3311

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1937

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144F; Citation: 22 M.R.S.A., Sect. 1950

Legislative Count: 41

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who have special health needs.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus on the health of children, these services have an ultimate effect on all Maine citizens. Primary responsibility for the delivery of MCH services rests upon Maine's family physicians, obstetricians and pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's five family practice residency programs. Through its MCH Programs, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they become known. Within its limited financial resources, the Division

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of Maternal and Child Health attempts to provide MCH services where they are not available through the private sector.

Programs in the Division of Maternal and Child Health are funded by the MCH Block grant, state match, some categorical state funds and the USDA WIC grant. The Division uses grants to achieve most of its objectives.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Maternal and Child Health programs are discussed under the headings below of these essential MCH services.

Prenatal Care. Through a grant to the perinatologist at the Maine Medical Center, the Division of Maternal and Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives. The Division funds perinatal home visits to high risk clients.

Nutrition. The Division of Maternal and Child Health has a nutrition program which is available to all health professionals for nutrition consultation in the maternal and child health areas. In addition, the nutrition program participates in nutrition research and surveillance projects.

In-service education in nutrition is provided for health professionals in the state. Various brochures on MCH nutrition issues are available to anyone who wishes them.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum, breast feeding and non-breast feeding women, to infants and to children (up to age 5). The Division contracts with local agencies for provision of these services across the state.

Childbirth Education. The Division is encouraging the childbirth educators in the state to include parenting education in their classes. See Parenting section.

Maternity Care. The Division provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division provides funds to transport eligible high risk women to the Perinatal Center for intensive care. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisted in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division provides for emergency and convalescent transport of high risk infants to and from the neonatal special care centers for infants financially eligible for the HCP Program. The Division provides professional education in quality newborn care through grants to Maine Medical Center.

Genetic Disease Screening. The Division of Maternal and Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Handicapped Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction and views parenting education as a primary prevention strategy. The Division funds parenting education classes for income eligible people. The Division also provides training for parenting teachers. Educational booklets and films/videos on parenting topics are made available free of charge to the public.

Routine Well Child Care. The Division of Maternal and Child Health, through the Division of Public Health Nursing (DPHN) and through grants to other agencies, funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment, immunizations and anticipatory guidance. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Maternal and Child Health advises the Director of the Bureau of Health on immunization related matters. In addition, the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above and in federally funded rural health centers.

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Developmental Testing. The Division of Maternal and Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the handbook of Standards for Preventive Child Health Supervision. Professional education is provided in the use of the Denver Developmental Screening Test which is the recommended tool. The Division of Maternal and Child Health staff also manages grants for the funding of five regional Child Development Clinics in Lewiston, Waterville, Bangor, Portland and Caribou. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Educational and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D.D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to support genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps support the cost of the Alpha fetoprotein screening test in Maine as a service to Maine's pregnant women. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health also helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools, and to start a pilot project in the use of sealants.

Health Education. The Division of Maternal and Child Health has developed a resource library of health education materials that are available singly or in bulk at no charge. The Division funds a lending library of health education materials at the University of Maine, Farmington. The Division funds two school health education consultants in the Department of Educational and Cultural Services. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Maternal and Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to Community Programs to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Facilitation Programs through the Lewiston YWCA. The Division serves on various interdepartmental committees addressing teen and young adult health. The Division funds local active councils to assist local communities to address the problem of teen pregnancy.

School Health Services. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children. MCH block grant funds support two health education consultant positions within DECS. The Division funds two in-school child care centers to assist teen parents in completing their education.

Injury Prevention. The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center. The Division supports the child auto safety education program, has helped hospitals establish car seat loan programs, and continues to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Handicapped Children's Program. The Handicapped Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

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The program also administers funding to five Child Development Clinics, presently located in Bangor, Waterville, Lewiston, Caribou and Portland. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem. The Division has expanded its Handicapped Children's Program to include reimbursement for early intervention services.

The Medical Eye Care Program is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis and Kyphosis. The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

Family Planning Services. The Division of Maternal and Child Health manages funds going to the Family Planning Association and to eight regional sites where care is delivered. These funds provide family planning services at reduced cost to low income people, education of the public and health professionals in family planning, pregnancy testing and options counseling. The Division also serves on the Medical Advisory Committee of the Family Planning Association.

Community Information and Education staff provide consultation to schools and community groups on sexuality education.

Public Health Nursing. The Division of Maternal and Child Health, through support of Division of Public Health Nursing and through grants to other public health nursing agencies, funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Maternal and Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis and Kyphosis

PUBLICATIONS:

Frequently Asked Questions About Congenital Hypothyroidism

What Should You Know About Newborn Screening

Baby's First Food

Food Thoughts for Pregnancy During the Teen Years

Division of Maternal and Child Health Brochure

The Special Supplemental Food Program for Women, Infants and Children

Brochure—Revised 1988

Your Child Is A Rose

Parents, Children and Discipline

You and Your Child

Positive Parenting Bibliographies

Can Your Child Hear and Talk?

Safe Passage Pamphlets

Seat Belt Use During Pregnancy

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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DIVISION OF MATERNAL AND CHILD HEALTH	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,186				899,186	
Health Benefits	86,003				86,003	
Retirement	176,123				176,123	
Other Fringe Benefits	10,259				10,259	
Computer Services—State	32,393				32,393	
Other Contractual Service	291,545				291,545	
Rents	102,247				102,247	
Commodities	23,754				23,754	
Grants—Subsidies—Pensions	178,658	5,000			173,658	
Interest—Debt Retirement	394				394	
Transfers to Other Funds	28,960				28,960	
TOTAL EXPENDITURES	1,829,522	5,000			1,824,522	

BUREAU OF MEDICAL SERVICES

ELAINE FULLER, DIRECTOR

Central Office: 249 Western Avenue, Augusta

Telephone: 289-2674

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1978

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 216

Legislative Count: 72.5

Organizational Units:

Division of Medical Claims Review

Division of Residential Care

Division of Surveillance &

Division of Licensing and Certification

Utilization Review

Division of Consumer Services

Division of Medicaid Policy

Division of Health Insurance & Special Projects

and Programs

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Services, including long-term care facilities, health insurance programs for low income people, Drugs to Maine's Elderly, the Residential Care Program and the licensure and certification of hospitals, nursing homes and a variety of other agencies providing health services. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total projected expenditure for Medicaid services during State Fiscal Year 90 was \$396,047,594, with total Bureau projected expenditures of \$418,811,693. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 and administers its activities through the following operational units: Division of Medical Claims Review, Division of Surveillance and Utilization Review, Division of Medicaid Policy and Programs, Division of Residential Care, Division of Licensing and Certification, Division of Consumer Services and the Division of Health Insurance and Special Projects.

The Division of Medicaid Policy & Programs develops coverage for and promotes access to a comprehensive array of health and social services for emphasis on promoting the health development

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of children and young adults. This is accomplished by implementing policies and mechanisms for the purchase of services, assisting providers in understanding Medicaid policy and procedures. The Provider Relations Unit is included in this Division.

The Division of Consumer Services is responsible for determining medical eligibility of Medicaid clients needing long-term care services. Pre-admission screening for nursing facility placement includes medical eligibility determination for all Medicaid clients. Medicaid Program information and referral services are also available in this Division since the addition of Recipient Relations staff and a toll-free consumer telephone service.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department. This Division performs post-payment reviews and recovers inappropriate payments from providers where services are identified as insufficient in quality, lacking in medical necessity, or erroneously billed. This Division also identifies recipients who are high users or abusers of Medicaid health benefits and through education, referrals and assistance and restriction of services when necessary, attempts to correct the misuse.

The Division of Medical Claims Review processed 4,111,000 claims during FY '90. This unit has developed and maintains a highly sophisticated automated claims processing system with 10% of claims now transmitted electronically over telephone wires. This Division also prior approves a variety of medical services and also includes the Third Party Benefit Recovery Unit.

The Division of Licensing & Certification surveys 454 hospitals, nursing and other medical and health related institutions and agencies to determine if they meet the standards for Medicare Certification, Medicaid Certification and State licensure. The Division investigated 446 complaints in 1989 about these facilities or agencies.

The Division of Residential Care is responsible for developing and enforcing licensing standards and reimbursement policies for Maine's 521 boarding and foster homes. This Division participates in the analysis of the need for new boarding home development for special populations and in various sections of the State.

The Division of Health Insurance and Special Projects Programs includes the Maine Managed Care Demonstration Project, a three-year managed health insurance program demonstration for the low-income, working uninsured. The Robert Wood Johnson Foundation awarded the Department of Human Services a grant to support the development of this program. The program entered development in March, 1987, and began operation at the first of 3 demonstration sites in December, 1988. Approximately 2,100 currently uninsured individuals are targeted for enrollment. Premium subsidies are available to those subscribers whose household income is below 200% of poverty, supported by a legislative appropriation. Approximately 2,000 AFDC recipients will also be eligible to enroll in the managed care program on a voluntary basis. This Division is also responsible for development of the Maine Health Program to be implemented in October, 1990.

The Maine Health Program will extend Medicaid-like benefits to low-income individuals meeting certain income criteria. It will also include coordination with private health insurance, if available to the enrollee. Approximately 12,000 people are expected to enroll in the program during the first year of operation.

The Division will also be implementing a pilot health program for working people with disabilities, in conjunction with the Maine Health Program. This initiative will allow those individuals who qualify based on their disability to buy into a benefit plan through the Medicaid program.

PROGRAM: Some of the Bureau's most significant accomplishments during FY '90 were: 1) The Third Party Recovery Program was expanded, increasing recoveries by almost 65%, from \$2.82M in SFY '89 to \$4.9M in SFY '90; (2) Further enhancements of the Medicare/Medicaid Automated Computer System for health care facility survey data base; (3) Implementation of limited adult dental care benefit; (4) Implementation of Medicaid coverage for medical and residential services in boarding care facilities; (5) Revisions to the Principles of Reimbursement for Long-Term Care Facilities to permit adjustments in wages and benefits for both direct care support staff and in other areas; (6) Selected for the National Multi-State Long-Term Care Case Mix and Quality Assurance Demonstration Project.

Medical Care Services. Approximately 126,100 Maine residents received Medicaid benefits during FY 89. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. As of October, 1988, additional groups of people became eligible for Medicaid coverage in Maine: pregnant women and infants in families with

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income up to 185% of Federal poverty, children, ages one through eight, in families with income to 100% of poverty, and elderly and disabled people, up to 100% of poverty. There were 5,152 individuals served under the additional groups during FY '89. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospice, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology, Adult Dental Services, Optometry, Optician, Case Management, Intermediate Care Facility, Psychiatric Hospital Services, Ambulatory Care Clinic, Personal Care and Private Duty Nursing, Substance Abuse Treatment, Transportation Nurse Midwives, Occupational Therapy and Physical Therapy. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 5,776 medical providers are participating in the program. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 66% under the Medicaid Program.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of \$2.00 is required. Approximately 14,878 elderly Maine citizens received assistance in paying for 137,020 prescription drugs during FY 90. A client must be 62 or 55 if receiving Federal disability or over with income of less than \$8,000 for a single person and \$10,000 for a household of two or more.

Residential Care Program. In SFY 89, 12 new boarding homes were licensed, but 13 were closed, many due to multiple licensing violations. A total of 31 new foster homes were licensed and 42 closed. There were 511 licensed facilities as of June 30, 1989, with 4,057 beds. In calendar year 1989, the Division received 79 complaints on boarding homes and 22 in adult foster homes.

LICENSES, PERMITS, ETC.:

Applications for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2606).

- | | |
|----------------------------------|--|
| (1) Hospitals | (4) Intermediate Care Facilities for the |
| (2) Skilled Nursing Facilities | Mentally Retarded |
| (3) Intermediate Care Facilities | (5) Home Health Care Services Agencies |
| | (6) Ambulatory Surgical Centers |

Applications for Medicare/Medicaid Certification may also be made for the following:

- | | |
|--|--|
| (1) Home Health Agencies | (10) Hospitals |
| (2) Rural Health Clinics | (11) Ambulatory Surgical Centers |
| (3) Renal Dialysis Centers | (12) Comprehensive Out-patient Rehabilitation Facilities |
| (4) Renal Transplant Centers | (13) Hospices |
| (5) Speech and Hearing Centers | (14) Portable X-ray Services |
| (6) Independently Practicing Physical Therapists | (15) Rehabilitation Agencies |
| (7) Psychiatric Hospitals | (16) Occupational Therapists in Private Practice |
| (8) Independent Laboratories | (17) Rural Health Clinics |
| (9) Chiropractors | |

Application for the following licenses may be made to the Division of Residential Care, Bureau of Medical Services, Department of Human Services, Station #11, Augusta, Maine 04333 (Tel. 289-2821).

- | | |
|--------------------|------------------------|
| (1) Boarding Homes | (2) Adult Foster Homes |
|--------------------|------------------------|

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

- Annual Medicaid Report (free)
- Maine Medical Assistance Manual
- Regulations for the Licensure of General and Specialty Hospitals (\$3.50)
- Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities (\$3.50)
- Regulations Governing the Licensing and Functioning of Home Health Care Agencies (\$3.50)

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Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded (\$3.50)
 Regulations for the Licensing and Operation of Boarding Homes
 Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs) (free)
 Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded (free)
 Rules and Procedures for the Approval of Adult Foster Care Facilities
 Principles of Reimbursement for Boarding Care Facilities on Cost Reimbursement

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,416,219	1,555,010	43,109		2,818,100	
Health Benefits	403,338	148,614	3,758		250,966	
Retirement	873,098	305,507	8,402		559,189	
Other Fringe Benefits	39,234	10,542	215		28,477	
Computer Services—State	1,723,171	627,286	31		1,095,854	
Other Contractual Service	5,967,801	4,524,041	21,824		1,421,936	
Rents	419,069	128,189	702		289,178	
Commodities	45,234	38,339			6,895	
Grants—Subsidies—Pensions	395,001,661	127,774,236			267,227,425	
Equipment	34,596	3,856			30,740	
Interest—Debt Retirement	1,137	1,035			102	
Transfers to Other Funds	141,585		2,129		139,456	
TOTAL EXPENDITURES	409,066,143	135,117,655	80,170		273,868,318	

OFFICE OF PROGRAMS (HUMAN SERVICES)

DOUGLAS PORTER, DEPUTY COMMISSIONER
JAMIE MORRILL, Assistant Deputy Commissioner

Central Office: Human Services Bldg., Augusta

Telephone: 289-2546

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144S; Citation: 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs (Human Services) includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Maine's Elderly, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse, Office of Administrative Hearings, Office of Vital Statistics, the Office of Health Planning and Development and Project Review, the State Education and Training Unit and the Federal Cooperative Agreement.

PROGRAM: The Office of Vital Statistics processes over 50,000 vital records each year and provides 10,000 certified copies of vital records to the public. Additionally, this Office provides technical assistance in data development, management and analysis to the Department's Bureaus, and conducts and publishes over 20 studies, reports and surveys annually.

The Office of Health Planning assists the Department in developing and publishing its 10 annual action plans, the State Small Area Variation Analysis and the Health Care System Matrix.

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The Office of Project Review reviews several million dollars of health care services expansion requests, conducts detail cost/programmatic analysis and recommends approval/disapproval of major health care expenditures in the State. The State Education and Training Unit provides several hundred hours of management, supervisory, and program staff training to the Departments and private providers statewide.

LICENSES, PERMITS, ETC.:

Certificate of Need—for Health Care Expenditures
All Certificates of Birth, Death, Divorce or Adoption

PUBLICATIONS:

1986 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation—free.
1989 Medicaid Program Report—free.
1987-96 State Population Projections by Minor Civil Divisions—\$4.00
1987 Maine Vital Statistics Report—\$7.00
1986 Maine Health Facilities, Resource and Utilization—\$9.50
1990 Annual Action Plans for AIDS, Health Care, Teen and Young Adult Health, Health Care Industry, Child Care, Child Protection, State Health Planning, Low Income and Disabled, Elderly and Long term Care—free
1989 Small Area Variation Analysis—Health Care System—free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

OFFICE OF PUBLIC AND LEGISLATIVE AFFAIRS (HUMAN SVCS.)

PETER M. GORE, DIRECTOR
VACANT, Assistant Deputy Commissioner

Central Office: 221 State Street, Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-3707

Established Date: 1966

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144C; Citation: 22 M.R.S.A., Sect. 3

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The purpose of the Office of Public and Legislative Affairs is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of departmentwide newsletter, as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental-wide use.

ORGANIZATION: This unit was first formed in 1972 as the Office of Information and Education. In 1975 its title was changed to the Office of Public Affairs and Communication and in 1987, its title was changed to the Office of Public and Legislative Affairs. The staff consists of a Deputy Commissioner, plus three assistants, one aide to the Commissioner and three secretaries.

PROGRAM: During the 1989-1990 period, the office produced at least six news releases a month on department affairs, developed awareness campaigns, and designed posters and supporting brochures for departmental programs.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

PHILIP W. HAINES, DR.P.H., DIRECTOR

Central Office: 221 State St., Augusta

Telephone: 289-2727

Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1902

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144Y; Citation: 22 M.R.S.A., Sect. 561

PURPOSE: The primary function of the Public Health Laboratory is to provide a variety of laboratory services such as chemical, biological or radiological analyses at nominal cost within the State of Maine. Financially, the fee-for-service system, initiated in fiscal year 1975, now funds 68% of the Laboratory's operating expenses while the remainder comes from state (30%) and federal (2%) sources. The Laboratory continues to be challenged by its need to cover the costs of operation while maintaining service charges low enough to serve a public health function for its many users, which include various state agencies.

ORGANIZATION: In the period between 1892-1898, Maine reported 9,735 deaths due to tuberculosis alone, while 6,266 deaths were attributed to other infectious diseases, especially measles, scarlet fever, influenza, whooping cough, diphtheria and typhoid fever. The State Board and local boards realized that there was a need for a fully equipped bacteriological and chemistry laboratory and strongly urged the establishment of such an organization. This organization could provide chemical and bacteriological analysis on water samples, analyze food for purity and prevent adulterations, test the efficacy of various disinfectants and diagnose bacterial diseases. Major advances in the knowledge of the causes of infectious diseases make the diagnosis of bacterial disease an important part of public health. Because of this need, in 1902 the Laboratory of Hygiene was created under the supervision of the State Board of Health. However, the functions were strictly limited since in 1906, the Laboratory was authorized to perform only chemical analysis of water and the bacteriological examination of sputum for tubercule bacillus, of blood for the Widal typhoid reaction and of throat swabs for the diphtheria bacillus. In 1917, the Laboratory of Hygiene was placed within the Department of Health which replaced the State Board. In 1969, the Public Health Laboratory moved into new facilities in the Health and Welfare (now Human Services) building consolidating all departmental laboratories. At the present time, the Public Health Laboratory is organized in the following manner:

Clinical Microbiology

Virology (includes Serology)

Bacteriology/parasitology

Mycobacteriology/mycology/rabies

Laboratory Improvement Program

Water

Organics

Chemistry

PROGRAM:

Virology Section

Since 1970 when the virology section was first formed, the section has offered a variety of services which could not be routinely performed at the average hospital laboratory to aid in the diagnosis of clinically ill patients suffering from an acute infectious viral disease. The section is organized along traditional procedures used to diagnose viral (sometimes nonviral) diseases in the laboratory: (1) isolation, culture and identification of the agent; (2) demonstrating the significant increase in serum antibodies during the course of illness in a patient to a particular agent; (3) direct examination of clinical materials for the presence of a particular agent. The last procedure is the most rapid procedure but is generally limited to a few diseases at the present time (e.g., rabies, legionella, herpes, encephalitis, etc.).

Virus isolation involves a variety of clinical specimens such as throat swabs, rectal swabs, vesicle fluid, cerebral spinal fluid, tissues, etc., which are then processed and inoculated into suitable animal cell

culture for isolation and identification. The most frequent virus isolates are herpes simplex virus, influenza viruses, parainfluenza virus, and enterovirus.

Serologic testing involves a wide variety of tests involving virus and non-viral agents. The tests are designed to either diagnose a recent infection or to provide evidence of past infection to differentiate immunity/susceptibility in individuals. Hospitals are now requesting that their employees be screened to determine whether they are immune to rubella, measles or chickenpox since outbreaks involving these viruses are capable of easily involving hospital patients.

A major public health problem now receiving national and international attention because of the large number of cases involved and fatal consequences is acquired immune deficiency syndrome (AIDS). The Virology Section is testing for serum antibody against the human immunodeficiency virus (HIV) which is the agent responsible for the disease using the enzyme immunoassay (EIA). In late 1986 a Western Blot test was made available in-house to confirm true positive cases. In FY 1989-90, over 10,000 serum specimens were tested for HIV infection. Around 190 cases of clinical AIDS have been reported in this state to date.

Several other sexually transmitted diseases which are of public health importance are herpes simplex, syphilis and chlamydia. The importance of screening pregnant women for primary or recurrent herpes simplex infection in the genital area is to minimize the risk of neonatal herpes which can be devastating to the health of the child resulting in death or permanent brain damage if the infant were to be infected during the delivery process.

Bacteriology/Parasitology

The bacteriology/parasitology section provides a variety of services to the State of Maine. Specimens for examination are received from different public and private agencies, doctors, hospitals and clinics. These specimens come from numerous sources such as foods, human, animal or environmental. The following is a general list of capabilities:

- | | |
|---------------------------|--|
| 1. Parasitology | Identify helminths (worms) like tapeworms or round worms. Examine stools for ova (worm eggs) or protozoa. Protozoans cause amoebic dysentery and giardiasis. |
| 2. Foodborne Illness | Analyze foods for foodborne bacteria that cause disease. Bacteria that cause botulism, bacillary dysentery and typhoid fever are examples. |
| 3. Neisseria gonorrhoeae | Examine slides and cultures for identification. Do drug sensitivity testing on all positive cultures. |
| 4. Special Bacteriology | Identify bacteria that require special procedures. Bacteria that cause whooping cough, meningitis, plague and brucellosis are just some examples. |
| 5. Enteric Bacteriology | Identify bacteria that cause typhoid fever, bacillary dysentery and Yersiniosis. |
| 6. Anaerobic Bacteriology | Identify bacteria that cause botulism and gas gangrene. |

Mycobacteriology, Rabies, Mycology

The Tuberculosis Laboratory provides support to the Bureau of Health as well as a service to doctors, hospitals, and clinics. Since *Mycobacterium tuberculosis* may invade any organ of the body, such varied specimens as sputum, all body fluids, pus, urine, and tissues may be sent to the laboratory for examination. The laboratory identifies other mycobacteria as well as *M. tuberculosis*. Drug susceptibility studies are performed on all mycobacteria. The trend indicates a steady increase in the isolation of *M. tuberculosis* and atypical mycobacteria from the general population. There was a noticeable increase in the number of atypical mycobacterial isolates over the previous year. This trend is expected to continue because of the number of immuno-suppressed patients who are susceptible to many diseases.

Rabies diagnosis in animals is performed at the request of individuals, physicians, or veterinarians as well as the Department of Agriculture when an exposure or potential risk is indicated. In the last 4 years we have had only 4 positive bats and one positive cat, which is a big drop from previous years. The average for the preceding five years was 20 with the highest number being in foxes.

In the Mycology Laboratory, clinical and reference diagnostic services are provided to doctors, hospitals, and clinics. There is more demand in the identification of mycology cultures, therefore, our numbers of specimens received increased by approximately 21% for this fiscal year.

Laboratory Improvement Program

Program Activities and Responsibilities:

1. Evaluation and certification of 28 drinking water/environmental laboratories.

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2. Annual evaluation of 8 hospital and 22 independent clinical laboratories for State and Federal licensure and Medicare certification programs.
3. Assists the Maine medicaid program by providing consultation in lab reimbursement and by evaluating physician's office laboratories in fraud and abuse cases.
4. Sponsors, coordinates and conducts educational programs for laboratorians.
5. Prepares and edits *Lab Gab*, a quarterly newsletter which is sent to hospitals, private laboratories, pathologists, State PHL directors and other interested parties (available free of charge).
6. Monitors proficiency testing performance for clinical and environmental (water) laboratories, and for physician's office laboratories.
7. Administers the regulatory programs for laboratories under the Maine Workplace Drug Testing Law. This new law has entailed the development of a substantial new body of regulation, and has meant considerable new work for the Laboratory Improvement Program, although the new position authorized by the legislation has not been filled due to the state's financial constraints.

Water Lab

The Water Lab provides a wide range of testing to public water systems and to private well owners as well as providing support to the Bureau of Health and other departments of the state government.

The Lab tests for inorganic and microbiological contaminants using modern instrumentation such as atomic absorption, autoanalyzer, and specific ion electrodes. In the future, the increasing workload will be met with more automation and computerization including a personal computer at each work station to facilitate reporting of results.

Besides drinking water, the Water Lab also does dump leachate, sewage and tissue samples for a number of state agencies and the general public.

Department Supported

Transportation (Well Claims Div.)
Marine Resources
Environmental Protection
Fish and Wildlife
Health Engineering

Support Activities

Test for road salt
Trace metals in shellfish
Trace metals in deer and moose liver
Test of water companies, trailer parks and other water supplies for compliance with state regulations

A critical situation exists in the Laboratory Improvement Program as more and more work is expected of the same staff. Regulation of clinical, environmental and drug testing laboratories to ensure quality testing is of utmost importance to the health and welfare of the citizens of the state. Prioritization is underway to adjust the work to the available personnel.

Organics

The pesticide laboratory section of the Public Health Laboratory was established in 1969 to service the state's needs for a facility capable of analyzing pesticide residues in the environment. At present, it is the only "full time" pesticide residue laboratory in Maine. Certified by E.P.A., recent emphasis has been to monitor surface and ground water supplies for residues of a wide range of agricultural chemicals used on farm commodities grown in our state. It also serves as the analytical arm for the regulatory efforts of Board of Pesticide Control, testing food products as well as soil and water for evidence of pesticide misapplication. It has also served the Department of Conservation's Spruce Budworm Program and the University of Maine in their research projects. It welcomes inquiries and requests for analyses from members of the general public who have valid concerns about the purity of their drinking water or pesticides used in their home environment.

In fiscal 1988, the organic chemistry functions of the water laboratory were merged with the pesticide laboratory to form a comprehensive organic analysis laboratory. There has been an increase in public awareness of organic chemical pollution of drinking water. Gasoline and other hydrocarbons are of particular concern. Volatile organics and trihalomethanes are of particular interest in the regulation of public water supplies. There has been a steady and significant increase in the number of samples received by this section. This section is currently certified for new mandated Federal State Drinking Water Act organic parameters.

All testing, either for government agencies or for the public are performed on a fee-for-service basis with costs being agreed upon between the parties prior to start of work.

Chemistry

The Chemistry Section of the Public Health Laboratory is a well-equipped analytical laboratory with modern instrumentation including IR/UV/VIS spectrophotometry, gas chromatography, high pressure liquid chromatography, and gas chromatography/mass spectrometry.

The Laboratory analyzes such diverse samples as seaweed for radiation and urine for drugs. The most rapidly growing program has been the testing of homes for radon in water and air.

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The addition of new analytical equipment has increased the speed and sensitivity of urine drug testing. We currently analyze urine samples from drivers for the Maine State Harness Racing Commission. In addition we support the following programs:

Program Supported

Public Safety

Chief Medical Examiner

Agriculture

Health Engineering

Public Health Nursing

General public/various

State agencies

Administration

Support Activities

Drug identification for law enforcement agencies

Certification of analysts for drug identification

Blood and breath alcohol analyses

Certification of analysts for alcohol testing

Approval and repair of Intoxilyzers

Arson analyses

Drug toxicology

Harness racing horse/driver drug toxicology

Feed and Fertilizer testing

Food safety testing

Pesticide testing

Radiation monitoring

Indoor air testing for volatiles

Public drinking water testing

Lead/EP screening

Bulk asbestos screening

Radon/radiation testing

The Public Health Laboratory has automated the tracking and reporting of analysis requests in all sections. All sample data is captured electronically for on-line data management and for long term storage. A computerized billing system is also in operation.

LICENSES, PERMITS, ETC.:

License:

Independent Clinical Laboratory

Substance of Abuse Testing Laboratory

Health Screening Laboratory Service

Certificate:

Blood Alcohol Phlebotomist

Blood Alcohol Analyst

Drug Analyst

Breath Alcohol Testing Equipment

Water Testing Laboratory

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

A Correlation and Study of Blood and Breath Alcohol Testing (Available free of charge.)

Directory of Laboratory Services—Maine State Public Health Laboratory (1990). (Available free of charge.)

Rabies informational booklet. (Available free of charge.)

Water Testing Guide. (Available free of charge.)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$2,400,000.00 in FY 90 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

ELEANOR BRUCE, DIRECTOR

Central Office: 151 Capitol Street, Augusta

Telephone: 289-3259

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 147; Citation: 22 M.R.S.A., Sect. 1961

Average Count—All Positions: 65.7

Legislative Count: 0

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for nursing programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services primarily related to communicable diseases, the health of mothers and children, and refugee health. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Director, Bureau of Health, hires the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in public health nursing.

The Division is made up of 3 full-time professionals (2 consultants, 1 director), three clerical central office staff; 6 supervisors, 52.2 fulltime equivalent public health nurses, and 7.5 clerical positions in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing (DPHN) is on preventive nursing services, specifically child health services and disease control. The Division is involved in programs of prevention and detection such as newborn screening and lead poisoning and the development of standards of nursing in community health.

Direct services to all ages (rendered by the Division) are provided through direct visits to clients and through clinic activities. Consultation is provided to community nursing agencies and other parts of the Department.

During FY 89 approximately 12,000 direct visits were made to 6000 clients in connection with communicable disease control (i.e., tuberculosis), maternal and child health (pregnant teens/women, newborns and infants, premature births, sudden infant death, children under handicapped children's services, etc.), Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 44 sites, 420 sessions, 6,400 visits), tuberculosis clinics, a genetics clinic, handicapped children's clinics (such as cardiac, orthopedic, child development, cleft palate, cystic fibrosis and spina bifida). Additional services include school health nursing in small school systems, active participation with the Preschool Coordination Site Services, funded through the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) and a specific newborn referral system.

DPHN is involved in standards-setting for nursing practices in the field and, to this end, the Division has developed policies and procedures for visits in these areas. The Division collects data in areas of sudden infant death, well-child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall coordination of nursing services on a community-wide basis, constitutes the role for the Division's nurses. The Division is involved with various other Departments and agencies in providing coordinated services.

Accomplishments in FY 89:

DPHN continues to be involved in policy development with other governmental units, such as participation on advisory committees, and staff PHNs continue to attend T.B. Consultants' meetings.

Significant workshops that DPHN personnel attended include: Association of State and Territorial Directors of Nursing (ASTDN) Executive Session (2-1/2 days); ASTDN Annual Meeting (3 days)—Director was elected Treasurer of this national organization; Statewide Staff Conference (1-1/2 days)—topic: Policies-Procedures-Advocacy; Director and Consultant attended the American Public Health Association (APHA) annual meeting (5 days); a statewide record review was completed—records reviewed by C.O. personnel; 14 staff attended annual school nurse update conferences (1-1/2 days) sponsored by School Nurse Coordinator; Director chaired a Staff Representative Meeting (1 day); an AIDS-Education/Minorities Grant was written and implemented by Region 2 Supervisor who also attend annual conference on AIDS (5 days); Newborn Liaison and Child Development Services Coordinator

Meetings (4 days); Nutrition for Special Needs Children, DMCH (2 days); Denver Developmental Training (3 days); Family Enablement Project, Maine Field-Based Training (3 days); Early Intervention Institute: Family Focused Intervention (1/2 day); Head Start/Child Development Services Agreement Orientation (1 day); New England Regional MCH Nurse Leadership Conferences (1 day); University Affiliated Program: Kids Under Stress (1 day); Child Development Clinic Statewide Conference (1 day); New England Regional Myelodysplasia Nurse Clinicians quarterly meetings (3 days).

DPHN participated in committee work concerning Maine's response to Year 2000 Objectives. The Director served on Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), chaired the Long Range Planning Sub-committee, and participated in the annual retreat. Director, Consultant, and a Supervisor attended several planning sessions related to Medicaid reimbursement. Director attended workshop on Nursing Power and Public Policy (1 day). Consultant attended Maine Public Health Association (MPHA) meetings and was active on the Program Committee, The Public's Health: Crafting Our Agenda for Action (2 days). Consultant also attended an Introduction to Data Base Conference (1 day). Three Supervisors and five staff nurses attended courses working on Bachelor's and/or Master's degrees.

DPHN personnel were involved in teenage pregnancy programs and clinical experience for nursing students, medical residents, and observations for graduate students from the University of Maine. Child Development Clinics and Well Child Clinics have maintained the same number of sessions. An internal newsletter was circulated to share professional issues and events within the Division.

Changes relating to children's services include the expansion of the newborn screening referral system to include children 0-5 years of age and offering a visit to all new mothers. Public health nurses are assigned as liaisons to hospitals in order to improve communications and provide inservice education as needed. DPHN is involved with Child Development Services under ICCPHC with many Public Health Nurses serving on local coordinating committees and holding membership on ICCPHC sub-committees. The infant screening/referral system is intended to prevent health problems in children through early identification and intervention. School nurses were recertified as appropriate, and a Latency Program served school age children (6-12).

The above activities have required changes in workloads and priorities.

PUBLICATIONS:

- Brochure: "Public Health Nurses In Your Community"—free
- Brochure: "The Public Health Nurse And A Visit To You And Your Baby"—free
- Brochure: "How to Remove Lead Paint"—free
- Brochure: "Childhood Lead Poisoning Awareness"—free
- Brochure: "What's an FEP"—free
- Brochure: "Sudden Infant Death Syndrome"—free
- Brochure: "Bereavement Support Groups/Community Health Nurses"—free
- Brochure: "Guidelines For Forming Bereavement Support Groups"—free
- Fact Sheet: "The Grief of Children" Susan Woolsey—free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT R. NADEAU, DIRECTOR

Central Office: Human Services Bldg., Augusta
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Telephone: 289-2546

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 144R; *Citation:* 22 M.R.S.A., Sect. 3

Average Count—All Positions: 1065.5

Legislative Count: 717.5

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PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bath, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	23,050,539	16,340,829			6,709,710	
Health Benefits	2,284,251	1,563,810			720,441	
Retirement	4,487,466	3,179,301			1,308,165	
Other Fringe Benefits	223,650	137,155			86,495	
Computer Services—State	198,714	67,018			131,696	
Other Contractual Service	3,141,078	2,088,264			1,052,814	
Rents	2,237,063	1,117,216			1,119,847	
Commodities	97,413	59,582			37,831	
Grants—Subsidies—Pensions	301,801	192,854	77,342		31,605	
Equipment	34,831	19,634			15,197	
Interest—Debt Retirement	4,364	1,219			3,145	
Transfers to Other Funds	220,129				220,129	
TOTAL EXPENDITURES	36,281,299	24,766,882	77,342		11,437,075	

BUREAU OF REHABILITATION

PAMELA TETLEY, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 152; Citation: 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 279

Legislative Count: 45

Organizational Units:

Division of Disability Determination Services

Division of Blind & Visually Impaired

Division of Deafness

Vocational Rehabilitation Services

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to individuals with handicaps. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including independent living services, vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore, the Bureau provides a specific program of services to individuals with visual impairments. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of People with Disabilities.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and Division of Deafness in 1982.

All of these programs have the goal of assisting individuals with disabilities to function at their highest level of potential.

PROGRAM: The programs of the Bureau are conducted through several service areas:

Rehabilitation Services Program. The goal of Vocational Rehabilitation (VR) Services is to assist individuals who are handicapped by a physical, mental, or emotional impairment to prepare for and obtain suitable employment. These services include, but are not limited to, evaluation of rehabilitation potential to determine eligibility, as well as the nature and scope of services to be provided; counseling and guidance; physical and mental restoration; vocational training; occupational licenses; tools and equipment; job placement and post-employment assistance enabling individuals to maintain or regain employment. VR also administers facility services which are implemented through fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and supported employment and prepare people with disabilities for the job market.

Under the auspices of the Rehabilitation Services Program, the Bureau provides a broad spectrum of programming which is not necessarily vocationally based but addresses the needs of people who have a disabling condition to be as independent as possible. These services include the Independent Living Rehabilitation Services Program; personal care attendants; the hearing impaired children's program; telecommunication devices for deaf people; adaptive skill training for people with vision impairments and technical assistance in providing barrier-free structures.

These programs assist individuals with severe disabilities to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family.

In the context of providing services to people with handicaps and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilitation Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division of Blind and Visually Impaired. The Division of Blind and Visually Impaired was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the location and registration of blind persons, the provision of education services to blind children ages 0-21, vocational guidance and training, including the placement of blind persons in employment, administration of vending facilities in public buildings to be operated by a blind person licensed by the Division, assisting people with blindness in marketing the products of home industries, and providing other social services. (See additional report following this section.)

Division of Deafness. The Division of Deafness was legislatively established in 1985 to provide a program of services to people who are deaf and hearing impaired. The Division maintains a registry of deaf persons and interpreter service programs. Telecommunication devices for people who are deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing ear dogs". In addition, any eligible deaf or hearing impaired person may receive the full range of vocational rehabilitation services required to meet individual needs. The Division also provides evaluation and services to hearing impaired deaf children whose loss is sensorineural in nature.

Division of Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administra-

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tion, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,739,097	1,084,319			4,654,778	
Health Benefits	529,788	101,820			427,968	
Retirement	1,116,606	210,922			905,684	
Other Fringe Benefits	35,962	5,840			30,122	
Computer Services—State	165,614	58,937			106,677	
Other Contractual Service	1,866,001	414,089			1,451,912	
Rents	489,046	384,823			104,223	
Commodities	23,691	7,040			16,651	
Grants—Subsidies—Pensions	13,568,206	5,316,837	17,052		8,234,317	
Equipment	11,095	470			10,625	
Interest—Debt Retirement	2,057	1,861			196	
Transfers to Other Funds	239,208				239,208	
TOTAL EXPENDITURES	23,786,371	7,586,958	17,052		16,182,361	

SCIENTIFIC ADVISORY PANEL

ROBERT A. MICHALES, Ph.D., CHAIRPERSON
ROBERT FRAKES, Ph.D., CONTACT

Central Office: 157 Capitol Street, Augusta

Telephone: 289-5378

Mail Address: Statehouse Sta. 11, Augusta, Maine 04333

Established: 1984

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 476; Citation: 22 M.R.S.A., Sect. 1693A

PURPOSE: The major duties of the Scientific Advisory Panel are to act in an advisory capacity to the Director, Maine Bureau of Health, in assessing the human health impacts of hazardous air pollutants. In addition, the Scientific Advisory Panel may evaluate other environmental health problems, at the request of the Director of the Bureau of Health. The Panel meets on a bi-monthly basis.

ORGANIZATION: The Scientific Advisory Panel consists of seven members, appointed by the Commissioner of Human Services. Members represent a cross-section of various environmental health disciplines, including pulmonary medicine, toxicology, industrial hygiene, atmospheric chemistry, epidemiology, and molecular biology. The term of office is three years and may be renewed. Members of the Panel serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Scientific Advisory Panel reviewed and gave final approval for risk assessments for chlorine and woodsmoke, which were conducted by the Bureau of Health. These assessments have been

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sent to the Department of Environmental Protection. The Panel has recently completed reviewing the Bureau of Health's risk assessments on trichloroethylene and trichloroethane. These assessments will be sent to the Department of Environmental Protection in the near future. The Panel is broadening its scope to include review of non-Air Toxics, and has reviewed water quality standards for dioxin. The Panel has been involved in a re-evaluation of dioxin toxicity that has received national attention. Recently, thirty Interim Ambient Air Guidelines were approved by the Panel and sent to the Department of Environmental Protection.

PUBLICATIONS: Publications approved by the Scientific Advisory Panel are:

- Risk Assessment Document for Toluene.
- Risk Assessment Document for Formaldehyde.
- Quantitative Risk Assessment for Tetrachlorethylene (PCE).
- Risk Assessment Document for Residential Wood Combustion Emissions
- Risk Assessment Document for Chlorine.

FINANCES, FISCAL YEAR 1990: Expenditures of this unit are included with those of the Bureau of Health.

BUREAU OF CHILD AND FAMILY SERVICES

PETER E. WALSH, DIRECTOR

HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta

Telephone: 289-5060

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 148; Citation: 22 M.R.S.A., Sect. 5308

Average Count—All Positions: 122.5

Legislative Count: 81

PURPOSE: The Bureau of Child and Family Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to social services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to social services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to social services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore, the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Child and Family Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and

HUMAN SERVICES

Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979, by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to over 1,100 Indo-Chinese, Cuban-Haitian, Poles and other refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

The Maine Legislature renamed the bureau to the Bureau of Child and Family Services in 1989.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were \$16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, gave the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal and state dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect and later abuse and neglect of adults, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability for response has been operative since 1977. Expansion of staff was possible primarily through commitment of a portion of available Title II—Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs.

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The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine citizens who are unable to protect and take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Child Welfare Policy and Resource Development This division is responsible for policy development and quality assurance of child and family services programs administered and delivered by central office and regional offices direct service, management and administrative staff. This includes administration of approximately \$28 million in state and federal funds including federal title IV-B and IV-E. Services under the responsibility of this division include child protective services to children and their families where there are allegations of suspected abuse and neglect as defined in Maine statutes, foster care and residential treatment services for children, adoption and adoption assistance, licensing of foster homes and child placing agencies, recruitment and training of foster families, and administration of the Interstate Compact on Placement of Children and the Interstate Compact on Adoption and Medical Assistance.

Division of Purchased and Support Services. This division is responsible for the administration of more than \$21 million in state, federal, and local funds under the SSBG, the state Priority Social Services Act, the Refugee Resettlement Program, and State Child Care funding. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies.

Programs administered by this division include the State Refugee Resettlement Program, the AIDS Case Management Program, the Victims of Crime Assistance Program, and the Adult and Child Care Food Program. The Division also provides planning and evaluation services to the other divisions of the Bureau.

Division of Child Care and Licensing. Established in early 1989, this division is responsible for the licensing of day care facilities, foster homes, and residential facilities for children. It is also responsible for the planning, policy development and recruitment of child care facilities statewide through the Office of Child Care Coordination which was created by the Legislature in 1986. The division houses an institutional abuse investigation team which investigates allegations of child abuse in out of home settings.

LICENSES, PERMITS, ETC.:

Licensing Unit

License:

- Children's Residences
- Day Care Centers (for Non-Recurring Clientele)
- Family Day Care
- Group Day Care
- Nursery School
- Child Placement Agencies With and Without Adoptive Programs
- Family Foster Homes for Children
- Specialized Children's Homes
- Children's Foster Homes Providing Respite Care Only

PUBLICATIONS:

- Final State Plan—Social Services Block Grant Plan Report—Social Services Programs
- Annual Statewide Child Welfare Services Plan
- Refugee Resettlement Plan
- Child Care Food Program Annual Plan

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HUMAN SERVICES

OFFICE OF CHILD AND FAMILY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,129,510	2,148,906			980,604	
Health Benefits	259,241	181,947			77,294	
Retirement	613,173	421,805			191,368	
Other Fringe Benefits	17,423	12,916			4,507	
Computer Services—State	131,288	131,073			215	
Other Contractual Service	1,167,305	760,848	91,348		315,109	
Rents	61,820	57,789			4,031	
Commodities	36,270	29,914	17		6,339	
Grants—Subsidies—Pensions	37,375,501	23,192,116			14,183,385	
Equipment	7,751				7,751	
Interest—Debt Retirement	206	154			52	
Transfers to Other Funds	57,767		4,346		53,421	
TOTAL EXPENDITURES	42,857,255	26,937,468	95,711		15,824,076	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, DIRECTOR AND STATE REGISTRAR

Central Office: 32 Winthrop St., Augusta

Telephone: 289-3001

Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1892

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; Umbrella: 10; Unit: 146; Citation: 22 M.R.S.A., Sect. 2701

Average Count—All Positions: 35

Legislative Count: 0

Organizational Units:

- Statistical Services Unit
- Survey Operations Unit
- Technical Operations Unit
- Vital Records Unit

PURPOSE: The Office of Vital Statistics provides and facilitates the use of quantitative information for planning, policy development, program management and evaluation within the Department of Human Services. It produces detailed population estimates and projections for use within and outside the Department. It maintains a state-wide system for the registration of vital statistics. The State Registrar is also responsible for directing the activities of municipal clerks in the registration of vital statistics.

ORGANIZATION: The Office of Vital Statistics was established in 1892 to maintain a state-wide system for the registration of vital statistics. It has since grown to encompass a variety of data on health status, health care resources, and social services, as indicated by its present name. In January, this Unit became part of the Office of Planning, Research and Vital Statistics.

PROGRAM: The Office of Vital Statistics is composed of four units: Survey Operations, Technical Operations, Statistical Services and Vital Records. The units function in a complementary manner to manage the State vital statistics system; to collect, process, analyze, and disseminate quantitative data for policy development, planning, program management and evaluation in the areas of health and social services; to provide technical assistance and consultation on survey procedures, statistical analysis and systems development; and, to provide vital registration services for the general public.

A major function of the Office during FY 1989-90 was continuing to develop and maintain core data needs for health and social services, program planning and management. Specific projects included vital statistics, population estimates and projections, demographic information, health status indicators,

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health care expenditure estimates, physician and nurse surveys, inventories of health care facilities of all levels, health facility utilization, and adverse reproductive outcomes surveillance.

The Office continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; initiated measures for improving compliance with the rules governing the registration of vital statistics; and continued operation of the Adoption Reunion Registry. As of July 1, 1990, the Registry had 816 applications on file, equally divided between adopted persons and biological parents. The Registry has identified 15 matches to date.

During the past year, the Office prepared long-range population projections; completed detailed reports on the Childhood Mortality Prevention Program; designed and implemented a local review process for Maine population estimates for minor civil divisions; and continued its statistical investigations of possible excess mortality in certain occupations. The Office, through a grant from the Centers for Disease Control, continued surveillance activities designed to identify factors associated with poor pregnancy outcomes: the Pregnancy Risk Assessment Monitoring System (PRAMS). A system for analyzing data from the Medicaid Cost Reports for Nursing Homes is also in operation, to provide information for managing the prospective reimbursement program for these facilities.

The Office continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff provided research, statistical and technical services to the Bureaus of Health, Medical Services, and Income Maintenance, as well as the Office of the Commissioner. A number of statistical reports and directories were published. The Office continued a series of presentations for various groups in the Department to familiarize them with the technical, statistical and informational resources available through the Office and continued to work on an overall plan for the coordinated development of research and information processing activities within the Department.

LICENSES, PERMITS, ETC.: Certificates of live birth, death, and marriage. Official reports of fetal death, miscarriage, and induced abortion. Official records of divorce or annulment.

PUBLICATIONS:*

Maine Vital Statistics, 1988—\$7.00

Maine Vital Statistics, 1987—\$7.00

Population Estimates for Minor Civil Divisions by County, 1988—\$4.00

Maine Health Facilities: Resources and Utilization, 1986—\$10.00

Characteristics of Maine's AFDC Caseload in November 1987, 1988—\$6.00

Population Projections by Minor Civil Divisions, Sex, Age Group and County, 1988-1997—\$4.00

A Capsule of Health Information—1988—\$2.00

Childhood Deaths in Maine 1985-1986; 1988—\$3.00

Trends in Hospital and Nursing Home Care Expenditures, Maine, 1974 to 1984—\$3.00

Pregnancy Risk Assessment Monitoring System, Evaluation of the Pilot Phase of Prams in Maine, 1990—\$3.00

Health Data Resources—Free

Vital Statistics Registration in Maine; 1986 Digest of Laws and Regulations—Free

*Limited numbers of all reports are distributed free; additional printings are available upon request at cost.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget.

MAINE HUMAN DEVELOPMENT COMMISSION

ROLAND CARON, CHAIRPERSON PRO TEM
ROBERT A. FRATES, Executive Director

Central Office: 160 Capitol Street, Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #155, Augusta, Maine 04333

Telephone: 289-2288

Established: 1974

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 530; *Citation:* 5 M.R.S.A., Sec. 461

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Maine Human Development Commission's purpose is to assist the Executive and Legislative Branches of State Government on activities related to human needs and development, such as child development, education, energy, family functioning, income, maternal and child health, mental disabilities and social services. The Commission, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Commission conducts hearings and forums, and monitors the development and award of agreements for purchasing community services. The Commission provides information to the public-at-large, national government, and the executive and legislative branches of State Government.

ORGANIZATION: The Maine Human Development Commission is the successor to the Maine Human Services Council which was established in 1974. It consists of seventeen members representing the Legislature, nongovernmental organizations, citizens-at-large, private groups and local public agencies concerned with human development. Members, except those representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Commission meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the former Maine Human Services Council authorizing continuation of the former Council.

In 1989, statutes governing the Commission were revised and updated, based on legislation initiated by the former Council. The new statute was approved by the Governor, and changed the agency name to Maine Human Development Commission. Effective July 11, 1989, the unit number will be 94-530 and the Citation will be Title 5, Sec. 461.

PROGRAM: During the year ending June 30, 1990, the Maine Human Development Commission continued activities to improve programs of child development, education, family development, health, health cost containment, health insurance, income supplementation, job training, mental development, social services, and community-based programs. Efforts focused on abused children, special needs children, mentally disabled people, low income people, and unemployed young mothers. Work concentrated on programs of the Department of Educational and Cultural Services, the Division of Community Services, and the Department of Mental Health and Mental Retardation. Priority activities of this independent board continue to be policy/budget/legislative analysis and technical assistance to the Governor, the Legislature, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Commission adopted goals and objectives at its September 1989 annual meeting. Of particular concern were multiple, interrelated problems that affect education and family and child development, such as alcoholism, child abuse, mental disabilities, homeless people, teen pregnancy, and teen suicide. Other major efforts focused on improving the organization and efficiency of state administered programs for families and children; performing budget/policy analysis; and following through on a Legislatively authorized review of endeavors directed to prevention of child abuse. Clearly major objectives of the year involved, in response to a Legislative request, assisting consideration of proposals to restructure state children's programs.

Appropriations Affecting Education, Family Development, Access to and the Cost of Health Care, and Related Problems. The Commission encouraged administrative and legislative action to enact legislation affecting juvenile justice, children's mental health, prevention, and the organization of

HUMAN DEVELOPMENT

state administered children's services; health care access, costs, financing, and improved public/private insurance; affordable housing programs and their financing; and expanding medicaid payments for children's services.

Maine Social Services Report. In order to adequately describe current human development programs available to people, and to improve those programs, the Commission emphasized preparation and wide distribution of the Maine Social Services Report. It is available in November of each year to assist state executive and legislative managers, as well as citizens, community leaders, and the boards of public and private agencies.

The Maine Social Services Report was prepared as a resource to assist budget and policy development. The unique report presents comparative information covering 4 years in a single document utilizing a uniform format. The report includes budget, policy, and program information describing the activities of the Department of Human Services, the Department of Mental Health and Mental Retardation, the Division of Community Services, and other state agencies related to human development.

Legislative Studies. Particular emphasis was given to following through on a report prepared at the request of the Legislature's Audit and Program Review Committee. In July of 1987 the Commission initiated a legislatively authorized review of endeavors directed to prevention of child abuse.

The Commission researched prevention of child abuse and published a report, *We Can Do It, Primary Prevention, A Common Sense Approach to Child Abuse and Neglect*. It recommends a forward looking positive human development strategy. The strategy is directed to positive development of socially healthy children and to primary prevention of numerous social problems, including child abuse.

The Commission followed through on the report by working with the Committee on Primary Prevention located in the Department of Corrections.

Families and Children's Services. The Commission expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: adequate funding and availability of quality treatment services; increased family support for children with special needs; and more effective use of existing resources to restructure and simplify administration of multiple services to clients of several state agencies. The Commission asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

PUBLICATIONS: (All are available at no cost)

- Child Abuse and Neglect Report
- Maine's Hidden Poor in Substandard Housing
- Statement of Concern on the Budget Process, 1978
- Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979
- Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980
- Neighbors Helping Neighbors With Energy-Resource Packet
- Food Stamp Report
- Maine Social Services Report, 1984, 1985, 1986, 1987
- A Sampler of Community Responses to Human Needs, 1986
- We Can Do It, Primary Prevention, A Common Sense Approach To Child Abuse and Neglect*, 1988
- Making Maine Better Through Human Development, Second Edition, 1990

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HUMAN DEVELOPMENT

MAINE HUMAN DEVELOPMENT COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	67,809	67,809				
Health Benefits	4,941	4,941				
Retirement	13,095	13,095				
Other Fringe Benefits	423	423				
Computer Services---State	85	85				
Other Contractual Service	39,002	23,495	15,507			
Rents	14,605	14,605				
Commodities	2,943	2,943				
Transfers to Other Funds	3,668	3,668				
TOTAL EXPENDITURES	146,571	41,128	105,443			

INFORMATION SERVICES POLICY BOARD

VACANT, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Telephone: 289-4550

Established: July 1, 1986

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 92; Unit: 357; Citation: 5 M.R.S.A., Sect. 1891

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Chapter 158 of the Public Laws which created the Office of Information Services also created the Information Services Policy Board to assist the Deputy Commissioner in meeting the purpose and mission of the chapter. The Board has responsibilities in the areas of establishment of standards, examination of centralization of data processing, development of the comprehensive plan, assistance in the development of and approval of rules, policies and fees, reviews of information processing operations and investigation of key issues.

ORGANIZATION: The Board consists of 15 voting members and 2 advisory members. The voting members consist of the following administrators or their major policy influencing designees: the Commissioner of Administration, the Commissioner of Finance, the Commissioner of Human Services, the Commissioner of Labor, the Commissioner of Transportation, the Commissioner of Economic and Community Development; the Deputy Secretary of State; the Executive Director of the Maine State Retirement System; the Executive Director of the Maine State Housing Authority; the Executive Director of the Finance Authority of Maine; one member appointed by the Governor from the office of the Governor; two members appointed by the Governor representing the remaining state agencies of State Government; and two members appointed by the Governor who are administrators or managers of data processing systems in the private sector. The advisory members are appointed by the Legislative Council and the Chief Justice of the Supreme Court. The Information Services Policy Board must meet at least 10 times annually.

PROGRAM: The Board provided oversight to several Statewide initiatives involving the Office of Information Services. These included the new financial management system, the criminal justice information system selected as a pilot planning project, and the deployment of a new State Telecommunications network. The Board has recently developed a Statewide public access policy regarding information stored in the computers within State agencies.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Office of Information Services

MAINE INDIAN TRIBAL-STATE COMMISSION

ALTON CIANCHETTE, CHAIRMAN

DIANA SCULLY, EXECUTIVE DIRECTOR

Central Office: 77 Water Street, Hallowell, Maine
Mail Address: P.O. Box 87, Hallowell, Maine 04347

Established: April 1980

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Pursuant to the Maine Indian Claims Settlement Act, the Maine Indian Tribal-State Commission has the following responsibilities:

1. **Review Effectiveness of Act.** The Commission is required to continually review the effectiveness of the Act and the social, economic and legal relationship between the Passamaquoddy Tribe and the Penobscot Nation and the State; and to make reports and recommendations to the Legislature, the Passamaquoddy Tribe and the Penobscot Nation, as it deems appropriate. (30 MRSA §6212, sub-s3)
2. **Make Recommendations about Land Acquisitions.** No lands held or acquired by or in trust for the Passamaquoddy Tribe or the Penobscot Nation, other than those designated in the Act, may be included in Passamaquoddy or Penobscot Indian territory, except upon recommendation of the Commission and approval by the State through the enactment of law. (30 MRSA §6205, sub-s5)
3. **Promulgate Fishing Regulations.** The Commission has authority to promulgate fishing rules on certain ponds, rivers and streams adjacent to or within Indian territory. All fishing laws and regulations of the State remain applicable to these waters until the Commission adopts its own rules. (30 MRSA §6207, sub-s3)
4. **Study Fish and Wildlife Management.** In order to protect fish and wildlife stocks on lands and water within Indian territory, the Commission is required to undertake studies (in consultation with the Passamaquoddy Tribe, the Penobscot Nation, landowners, and state officials) about the implementation of fish and wildlife management policies on non-Indian lands; and to make recommendations to the Commissioner of Inland Fisheries and Wildlife and the Legislature. (30 MRSA §6207, sub-s8)

ORGANIZATION: The Tribal-State Commission consists of nine members. Four are appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature. Two are appointed by the Passamaquoddy Tribe and two by the Penobscot Nation. The ninth member, the chairperson, is selected by majority vote of the eight appointed members. The chairperson serves for a term of four years and the other eight members serves for a term of three years and may be reappointed.

PROGRAM: The annual budget of the Maine Indian Tribal-State Commission is funded jointly by the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. The Commission contracts for management services, including a part-time Executive Director. During fiscal year 1990, the Commission concentrated on the following issues and activities:

1. **Marking of Boundaries.** The Commission found that there is a need to clearly mark boundaries of land owned by the Passamaquoddy Tribe and the Penobscot Nation. During hunting season, the Commission communicated with State and Tribal Warden Services to urge discretion in law enforcement until boundary lines are clarified. It also contacted the Department of Interior to urge the expeditious completion of survey work required to mark these boundaries.
2. **Conference on Municipal Issues.** In December 1989, the Commission hosted "Tribal-State Relations: A Conference on Municipal Issues." There were discussions about tribal government as a municipality, land use planning, and state assistance to municipalities and tribes.
3. **Municipal Revenue Sharing.** During the conference on municipal issues, there was recognition that even though there is no property tax on the reservations, it is logical to think that municipal revenue sharing should apply to them. During the Second Regular Session of the

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114th Legislature the tax laws were amended to make municipal revenue sharing available to the reservations.

4. **Land Use Regulation.** During both the conference on municipal issues and regular meetings of the Commission, the view was expressed that the Penobscot Nation and the Passamaquoddy Tribe are capable of assuming jurisdiction over environmental matters relating to their trust lands. The Commission proposed to facilitate discussion between the Tribes and the Land Use Regulation Commission about this important question.
5. **Wabanaki Film.** The Commission began research, development and fund-raising for film about the Penobscot People, the Passamaquoddy People, the Maliseet People and the Micmac People of Maine. The film is a response to numerous requests for information received by the Commission about the Wabanaki People. The film's central theme will be that the values and spirituality of the Wabanaki People have enabled them to survive the abuses of history over the past 500 years and will assure their cultural survival throughout the third millenium.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INDIAN TRIBAL- STATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,425	600	825			
Other Contractual Service	24,072	12,225	11,847			
Transfers to Other Funds	211		211			
TOTAL EXPENDITURES	25,708	12,825	12,883			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

WILLIAM J. VAIL, COMMISSIONER

NORMAN E. TRASK, Deputy Commissioner

Central Office: 284 State Street, Augusta

Telephone: 289-3371

Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 137; Citation: 12 M.R.S.A., Sect. 7011

Average Count—All Positions: 321

Legislative Count: 309

Organizational Units:

Bureau of Administrative Services
Bureau of Resource Management
Bureau of Warden Service
Division of Information and Education
Division of Planning

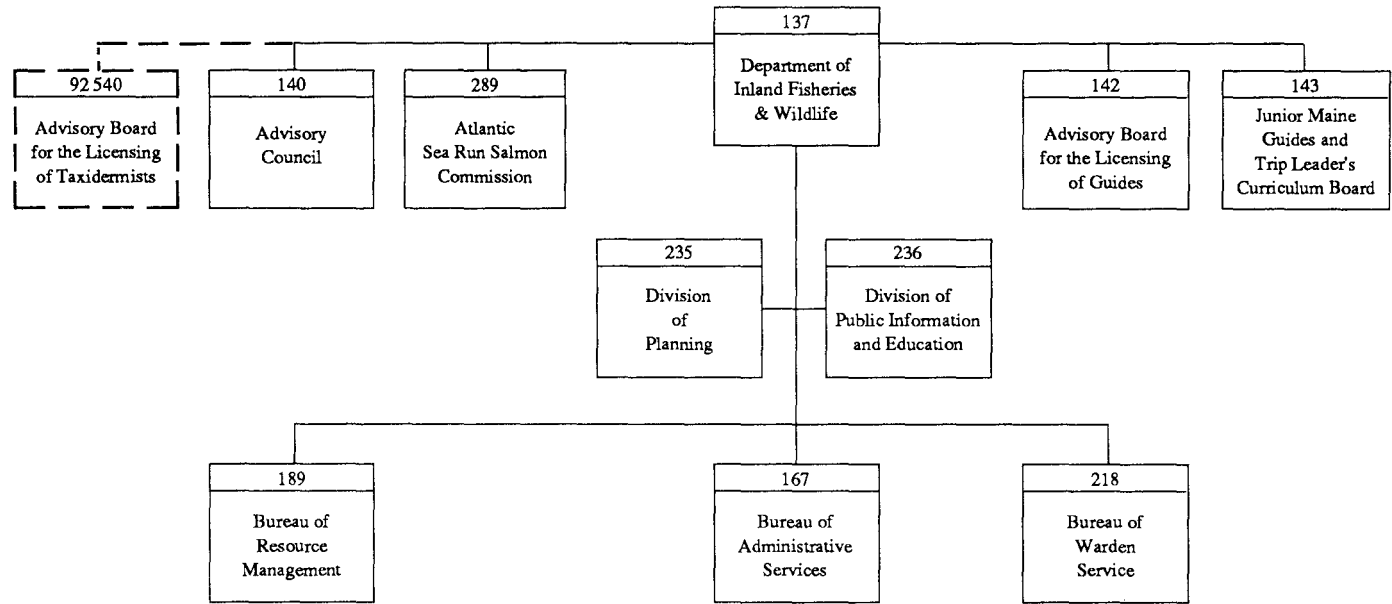
Advisory Council (Inland Fisheries &
Wildlife)
Atlantic Sea Run Salmon Commission
Junior Maine Guides & Trip Leaders
Curriculum Board
Advisory Board for the Licensing of Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercrafts, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning function of the Division of Program Development and Coordination were transferred to the Office of the Commissioner.

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09



INLAND FISHERIES AND WILDLIFE

Approved by the Bureau of the Budget

INLAND FISHERIES AND WILDLIFE

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,529,303	120,287	6,512,118		1,896,898	
Health Benefits	822,446	10,986	728,299		83,161	
Retirement	2,748,648	24,841	2,410,517		313,290	
Other Fringe Benefits	71,687	568	59,817		11,302	
Computer Services—State	448,562	453	428,822		19,287	
Other Contractual Service	3,465,888	201,032	2,170,234		1,094,622	
Rents	114,486	137	109,934		4,415	
Commodities	666,517	5,872	603,251		57,394	
Grants—Subsidies—Pensions	312,749	7,643	282,605		22,501	
Purchases of Land	1,080,950		16,697		141,402	922,851
Buildings and Improvement	8,463		8,013		450	
Equipment	1,007,186	38,750	923,302		45,134	
Interest—Debt Retirement	1,495	2	1,493			
Transfers to Other Funds	164,405		143,628		20,777	
TOTAL EXPENDITURES	19,442,785	410,571	14,398,730		3,710,633	922,851

INLAND FISHERIES AND WILDLIFE

sector, environmental coordination, the search for lost persons, the registration of watercraft, snowmobiles, all-terrain vehicles, and hunter/trapper and ATV education programs, and hunter, snowmobile, boating and ATV safety programs.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. These regulation summaries are to be printed on a biennial basis.

Six regulations summaries (Hunting/Trapping, Migratory Bird, Atlantic Sea Run Salmon, Hunting summary in French, the Department's Laws, and the Department's Rules), were updated, printed and distributed (Total of 352,400 copies).

Nineteen rule changes were processed and 1 whitewater, 8 hunting, 6 watercraft and 11 fishing regulation hearings were held in compliance with the Administrative Procedure Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

License:

- Fishing & Hunting—Complimentary—Holders Medal of Honor
- Junior Guide
- Importation of Wild Birds and Animals
- Stocking of State Waters

Permit:

- Stream Alteration
- Breeders of Menagerie (Moose, Caribou & Bear)
- To transport Live Animals for Breeding and Advertise

Fisheries Division

Permit:

- Eel, Alewife, & Sucker (over 20 lbs.)
- Bass Tournament
- Scientific Fish Collection
- Private Pond Stocking

Warden Service

License:

- Hunting License, Commercial Shooting Area
- Use of Dog Training (All Categories)
- Field Trial License (Retrievers & Sporting Dogs)
 - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
- Snowmobile Races

Permit:

- Coon Dog Training
- Dog Training Area, Club
- Dog Training (With Raccoons)
- Deer Transportation
- Live Bait Taking in Closed Waters
- Transportation Tags (Fish)

Hatchery Division

License:

- To Cultivate or Harvest Fish and Private Ponds

Permit:

- To Import Live Fresh Water Fish or Eggs

Wildlife Division

License:

- Falconry

Permit:

- Bird Banding Permit
- Camping in Game Management Areas
- Permission to Use Poison
- Scientific Collectors Permit

INLAND FISHERIES AND WILDLIFE

- Swan Island Camping Permit
- Wildlife Control
- License Clerk in Town or City
 - License:
 - Archery—Resident
 - Combination Hunting & Fishing—Resident
 - Fishing—Resident
 - Hunting—Resident
 - Combination Serviceman's Resident License
 - Stamp:
 - Atlantic Salmon—Resident
 - Pheasant
- License Agent
 - License:
 - Archery—Non-Resident
 - Small Game Hunting—Non-resident
 - Big Game Hunting—Non-resident
 - Fishing (season, 15, 7, or 3 day)—Non-resident
 - Stamp:
 - Atlantic Salmon—Non-resident
 - Pheasant
- Augusta Office License Clerk
 - License:
 - Commercial Shooting Area
 - Deer Skin Dealer
 - Fishing (for blind)
 - Fishing and Hunting for Resident over 70
 - Fur Buyers
 - Game Bird Breeders
 - Game and Fur Farm
 - Guide
 - Indian Hunting, Fishing, Trapping and Archery
 - Live Bait Dealer
 - Roadside Menagerie
 - License to Sell Inland Fish
 - License to Sell Live Smelts
 - Taxidermist
 - Trapping
 - Fishing & Hunting Complimentary—Disabled
 - Fishing & Hunting—Paraplegics, Reciprocity Other States
 - Hunting—Non-resident
 - Fishing—Non-resident
 - Snowmobile Registration
 - Permit:
 - Camp Trip Leader
 - Fishing for Patients of Nursing Homes
 - Miscellaneous:
 - Game Bird Seal
 - Pheasant Wing Bands
 - Pheasant Importation Wing Bands
 - Atlantic Salmon Stamp—Non-resident
 - Pheasant Stamp

PUBLICATIONS:

- Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
- Maine Fish and Wildlife Magazine—published quarterly—\$3.50 per copy
- Lake Surveys \$.50 per copy.
- Publications Catalogue (free)

INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from accounts of the Department as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	595,215		511,142		84,073	
Health Benefits	46,494		42,785		3,709	
Retirement	131,846		118,191		13,655	
Other Fringe Benefits	3,121		2,591		530	
Computer Services—State	2,128		1,189		939	
Other Contractual Service	446,576	23,886	422,530		160	
Rents	4,477		4,308		169	
Commodities	21,984		21,577		407	
Grants—Subsidies—Pensions	619		619			
Purchases of Land	922,851					922,851
Equipment	51,705		51,705			
Interest—Debt Retirement	202		202			
Transfers to Other Funds	34,810		32,967		1,843	
TOTAL EXPENDITURES	2,262,028	23,886	1,209,806		105,485	922,851

BUREAU OF ADMINISTRATIVE SERVICES

CHARLES A. ATWATER, JR., DIRECTOR

Central Office: 284 State St., Augusta

Telephone: 289-5224

Mail Address: 284 State Street, Augusta, Maine 04333

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 167; Citation: 12 M.R.S.A., Sect. 7012

Average Count—All Positions: 44

Legislative Count: 41

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department, thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Accounting Section—headed by a Chief Accountant; Division of Engineering and Realty—headed by a Supervisor; Division of Licensing and Registration—headed by a Director, Personnel Section—headed by a Personnel Officer; Central Purchasing and Supply Section—headed by a Property Officer.

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

INLAND FISHERIES AND WILDLIFE

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicle, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.

Licenses:

- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Wildlife exhibitors
- License to sell inland fish
- License to sell live smelts
- Taxidermist
- Trapping—resident, nonresident
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fishing for childrens camps
- Commercial Whitewater Outfitters
- Motorboat Operator License

(To carry passengers for hire in inland waters)

Permits:

- Camp trip leaders
- Coyote permit
- Fishing for patients at certain institutions
- Moose permits—resident, nonresident
- Turkey permit
- Watercraft Races & Regattas on Inland Waters

Miscellaneous

- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Pheasant Stamp—resident & nonresident
- Motorboat Registrations
- Snowmobile Registrations
- All-Terrain Vehicle Registrations
- Waterfowl Stamp

PUBLICATIONS:

- Watercraft Laws (free)
- Sportsman and Small Boats (free)
- Snowmobile Laws (free)
- About Boating Safety (free)
- Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

INLAND FISHERIES AND WILDLIFE

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	818,634		771,232		47,402	
Health Benefits	90,691		88,680		2,011	
Retirement	164,451		156,694		7,757	
Other Fringe Benefits	7,862		7,575		287	
Computer Services—State	366,880		366,880			
Other Contractual Service	580,006		554,638		25,368	
Rents	92,113		92,113			
Commodities	118,026		118,026			
Grants—Subsidies—Pensions	35,960		35,960			
Purchases of Land	286		286			
Equipment	16,540		16,540			
Interest—Debt Retirement	77		77			
Transfers to Other Funds	17,006		17,006			
TOTAL EXPENDITURES	2,308,532		2,225,707		82,825	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

ALANSON NOBLE, CHAIRMAN
DR. OGDEN SMALL, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3371

Established: 1945

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 140; Citation: 12 M.R.S.A., Sect. 7033

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of ten members representing one or more counties of the State on fish and wildlife related issues. The commissioner is a nonvoting member of the Council *ex officio* but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive \$25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters eight times during FY 90.

FINANCES, FISCAL YEAR 1990: 12 MRSA, Sect. 7033 provides that expenditures of this unit, which amounted to \$1,936.15 in FY 90, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

WILLIAM J. VAIL, CHAIRMAN

Central Office: Hedin Hall, B.M.H.I., Bangor
Mail Address: P.O. Box 1298, Bangor, Me. 04401

Telephone: (207) 941-4449

Established: 1947

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 05; Umbrella: 09; Unit: 289; Citation: 12 M.R.S.A., Sect. 6251-A

Average Count—All Positions: 8

Legislative Count: 8

Organizational Units:

Technical Advisory Committee
Advisory Council

PURPOSE: The Atlantic Sea Run Salmon Commission was established for the purposes of undertaking research, planning, management, restoration and propagation of the Atlantic Sea Run salmon in the State. The Commission has authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken.

ORGANIZATION: The Commission is composed of five members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and three public members appointed by the Governor, for a term of four years. The Commissioner of Inland Fisheries and Wildlife is permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

The Commission established an Advisory Council in 1983. The purpose of the Council is to act as liaison between the Commission and Atlantic salmon anglers throughout the state. Meeting periodically, the 12-member Council acts in an advisory capacity in considering Atlantic salmon management and fishing regulations.

In October, 1985, a bilateral Cooperative Agreement was entered into by the Atlantic Salmon Commission and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service, and a non-voting member assigned by the Penobscot Indian Nation. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

PROGRAM: During FY 1990 the Atlantic Sea Run Salmon Commission assisted regional, national and international agencies (public and private) in cooperative endeavors to restore and enhance Atlantic salmon in Maine and other areas of New England. Highlights of the year's activities are as follows:

Sport Fisheries. The 1989 angling catch was much greater than that of 1988. At the season's end recorded catches were as follows: Penobscot — 868, Narraguagus — 44, East Machias — 32, Machias — 18, Dennys — 13, Saco — 5, St. Croix — 15, Others — 11. In the Penobscot River 60% of the sport catch was released in 1989.

Fishway Monitoring. Traps operated by the staff of the Salmon Commission and colleagues from other agencies provide a count of ascending salmon on the Androscoggin, Penobscot, Union, Aroostook

INLAND FISHERIES AND WILDLIFE

and St. Croix Rivers. Trapping facilities at Veazie on the Penobscot River and Ellsworth on the Union River are also utilized to obtain brood stock for continuation of the 2 federal hatcheries in Maine. On the Penobscot River, 2,752 salmon were counted through the Veazie fish trap. Thirty-seven salmon were provided for radio tracking studies in the Penobscot River. Trap-counts on other Maine rivers were as follows: Union — 26, Androscoggin — 18, St. Croix — 234, Aroostook — 104.

Fish Culture Operations. During the 1989 field season, 517 adult Atlantic salmon were collected from the Penobscot and Union Rivers for brood stock purposes. All fish were held until spawning at Craig Brook National Fish Hatchery. In November, U.S. Fish & Wildlife Service personnel obtained 2.5 million eggs from these fish.

During the spring of 1990, approximately 630,000 smolts, 240,000 parr, and 330,000 fry were released throughout the state; these salmon were produced at the 2 federal hatcheries (U.S. Fish and Wildlife Service). An additional 400,000 Atlantic salmon fry, obtained from private aquaculture firms in Maine, were stocked in several rivers in the state.

Miscellaneous. The Commission is cooperating with the Canadian Department of Fisheries and Oceans in an effort to institute a salmon restoration program on the Aroostook River. As part of that effort, the Department of Fisheries provided 110 adult salmon from the St. John River in 1989. These fish were transported to the Aroostook River by Commission personnel and DFO.

Commission staff participated in the tagging of 200,000 salmon smolts as part of a continuing study evaluating the timing and magnitude of the interception of Maine Atlantic salmon in distant commercial fisheries in Canada and Greenland. Additionally, Commission personnel sampled commercial Atlantic salmon catches in West Greenland in the summer of 1989, and participated in the annual International Council for Exploration of the Sea (I.C.E.S.) working group meeting in Copenhagen, to discuss and evaluate the interception of USA salmon in distant commercial fisheries.

The Commission and its staff annually participates in numerous regional committees and planning efforts such as the St. Croix River Steering Committee, Upper Saint John River SALEN Committee, North Atlantic Salmon Conservation Organization (N.A.S.C.O) and its New England Atlantic Salmon Assessment Committee, New England Atlantic Salmon Committee (N.E.A.S.C.), New England Fish Health Committee and the Saco River Fisheries Management Coordination Committee.

LICENSES, PERMITS, ETC.:

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 680, subsection 6255. A license is required to fish for, take, possess, ship or transport Atlantic salmon from all inland and designated tidal waters of 12 Maine rivers.

Atlantic Salmon License—resident and non-resident.

PUBLICATIONS:

1. Maine Atlantic Sea Run Salmon Commission, Regulations, 1987, (no cost).
2. Management of Atlantic Salmon in the State of Maine: A Strategic Plan (no cost).
3. Atlantic Salmon River Management Plans (\$2.00 each; \$12.00 for a complete set of 9).
 - Aroostook River (includes Upper St. John River, Meduxnekeag River and Prestile Stream)
 - St. Croix River
 - Dennys River
 - Machias and East Machias Rivers
 - Narraguagus and Pleasant Rivers
 - Union River (and minor coastal drainages east of the Penobscot River)
 - Penobscot River
 - Sheepscot River
 - Saco River

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

INLAND FISHERIES AND WILDLIFE

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	201,509	96,806	26,858		77,845	
Health Benefits	16,088	9,192	3,574		3,322	
Retirement	38,997	20,444	5,807		12,746	
Other Fringe Benefits	963	163	328		472	
Computer Services—State	670	453	5		212	
Other Contractual Service	106,107	85,527	10,799		9,781	
Rents	224	137			87	
Commodities	8,707	4,240	1,350		3,117	
Grants—Subsidies—Pensions	10,247	7,643			2,604	
Equipment	39,139	38,750			389	
Transfers to Other Funds	2	2				
TOTAL EXPENDITURES	422,653	263,357	48,721		110,575	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

WILLIAM J. VAIL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-2571

Established: 1979

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 143; Citation: 12 M.R.S.A., Sect. 7302-7303

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated, but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year, with 596 permits issued by 45 certified instructors. In addition, the Board continues to provide up-to-date service for the 250 summer camps in Maine. At least 2 meetings per year are held with the Board and Maine Campground Owners Association.

INLAND FISHERIES AND WILDLIFE

LICENSES, PERMITS, ETC.:

Maine Camp Trip Leader Permit
Maine Camp Trip Leader Instructor
Instructor Certification for Camp Trip Leader Safety Course Curriculum
Junior Maine Guide Certificate

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks
Wallet ID card for Instructors
Course summary sheet
Trip Itinerary Cards
Information packet—free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$30.85 in FY 90 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

ADVISORY BOARD FOR THE LICENSING OF GUIDES

WILLIAM J. VAIL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta

Telephone: 289-3371

Mail Address: 284 State St., Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 142; Citation: 12 M.R.S.A., Sect. 7301

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Board for the Licensing of Guides was established:

- A. To provide advice and consent regarding rules proposed by the Commissioner;
- B. At the request of the commissioner, to conduct oral examinations of applicants for guide licenses; and
- C. To advise the commissioner on granting and revoking guide licenses.

ORGANIZATION: The Advisory Board for the Licensing of Guides, established by Title 5, section 12004, subsection 10, shall consist of the following 7 members:

- A. One subordinate officer of the department designated by the commissioner;
- B. Two wardens of the department; and
- C. Four representatives of the public, with no more than 3 holding license under this subchapter, to be appointed by the Governor for a term of 3 years to reflect a wide diversity of guiding experience. At least 2 members shall be chosen for their expertise in outdoor recreation. The public members shall be compensated as provided in Title 5, Chapter 379.

PROGRAM:

The Advisory Board for the Licensing of Guides met 35 times in FY 90. The Board passed 169 applicants and denied 64. The categories of licenses granted are as follows:

General	7
Hunting	61
Fishing	28

INLAND FISHERIES AND WILDLIFE

Recreation	63
Hunting/Fishing	4
Hunting/Recreation	3
Fishing/Recreation	3

LICENSES, PERMITS, ETC.:

- Resident Guide License
- Nonresident Guide License
- Alien Guide License
- General Guides License
- Hunting Guides License
- Fishing Guides License
- Recreational Guides License
- Whitewater Guides License

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$2,174.29 in FY 90 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PLANNING

VACANT, DIRECTOR

Central Office: 284 State Street, Augusta
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Telephone: 289-3286

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 235; Citation: 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments, operational program planning and monitoring of on-going program accomplishments in cooperation with the Wildlife and Fisheries Division. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, State Planning Office, Department of Agriculture, Department of Environmental Protection, the University of Maine College of Forest Resources, and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land and Water Resources Council, Soil and Water Conservation Commission, Forests For the Future, North Maine Woods and Land for Maine's Future Board.

Numerous other assignments were carried out by Division personnel. These included coordinating the moose hunting lottery, any deer permit system, lake classification study, and assisting towns with resource inventories and habitat value assessments for growth management planning. Considerable time and effort was also devoted to assisting the Forest Practices Act Steering Committee, Penobscot River

INLAND FISHERIES AND WILDLIFE

Advisory Committee, Atlantic Sea Run Commission, River Basin's Planning Committee, Statewide Committee on Lakes and Stream Evaluation, Moosehead Lake Planning Study, and St. Croix International Waterway Commission.

Planning personnel were also involved in the review of the significant habitat report, the development of species management systems and the development of goals and objectives for nongame and rare and endangered species. Coordination was provided for the implementation of new endangered species habitat protection regulations, and growth management and significant habitat protection efforts. Public involvement working groups were established and operated to draft goals and objectives for a landowner program and endangered species programs. A landowner assessment was drafted and reviewed and will serve as the report to Legislature on a Department landowner program. Work continued on formulation of fish, wildlife and law enforcement program monitoring and control systems, and formulation of regulatory proposals.

Division personnel served as department contacts and as the contract administrator for a major study entitled "An Economic Evaluation of Consumptive and Nonconsumptive Uses of Maine's Fish and Wildlife Resources" being conducted by the Department of Agriculture and Resource Economics, University of Maine, Orono under contract to the Legislative Commission directed to study the Impacts of Game and Nongame Species on Maine's Economy. Planning Division personnel made a fish and wildlife presentation on program planning to the 2nd International Landowners Conference and developed a procedure accepted by the U.S. Fish and Wildlife Service for planning updates administered through the Federal Aid Programs which support fish and wildlife activities.

The division continued a special assignment to develop and implement the Commercial Whitewater Rafting Regulation Program which included advising the Legislature on proposed changes to the statute controlling commercial rafting. Division personnel were assigned responsibility for the Guide's Board and development of a Guide training curriculum.

PUBLICATIONS:

Wildlife Strategic Plan (Vol. I, Part 1), 5 books—\$22.00
Wildlife Operational Plan (Vol. I, Part 2)—\$11.00
Fisheries Strategic Plan (Vol. II, Part 1)—\$10.00
Fisheries Operational Plan (Vol. II, Part 2)—\$2.00
Hunter/Trapper Education Plan (Vol. III)—\$5.00
Boating Education Plan (Vol. IV)—\$3.00
All-Terrain Vehicle Education Plan (Vol. V)—\$3.00

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$199,819 in FY90 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PUBLIC INFORMATION AND EDUCATION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta

Telephone: 289-2871

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: 1952

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 236; Citation: 12 M.R.S.A., Sect. 7016

PURPOSE: The major function of the Public Information and Education Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984.

INLAND FISHERIES AND WILDLIFE

PROGRAM: The major programs of the Public Information and Education Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Project WILD, a national wildlife and conservation education program for grades K-12, was implemented by the department in October, 1989. Through June 1990, at least 28 seven-hour teacher training workshops have been conducted by the Natural Resource Educator and 20 volunteer facilitators at sites throughout Maine. Over 500 educators have participated in Project WILD workshops, where they receive background information on Maine's fish and wildlife resources, a Project WILD activity guide, and a variety of related supplemental materials.

Work continued on creating educational displays for the Fish and Wildlife Visitor's Center in Gray. New species signs were created and produced for the animal enclosures. The new Visitor's Center building now houses 7 interactive exhibits which focus on Maine's fish and wildlife resources and valuable habitat.

A full-color poster was created depicting Maine's threatened and endangered species, with additional detailed information on the department's recovery programs printed on the reverse side.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel.

Staffed with volunteers from throughout the department, the division's portable display appeared at nine shows in-state and four out-of-state during the year.

The division also coordinated an art contest to determine the design of the annual Maine Migratory Waterfowl Stamp.

A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Inland Fisheries and Wildlife Rules	\$3.00
Inland Fisheries and Wildlife Laws	\$5.00
Raising Baitfish for Fun and Profit in Maine	\$3.00
Fishes of Maine	\$5.00
Poster: Maine's Endangered and Threatened Wildlife	\$2.00 (one copy free)
Poster: Coldwater Game Fish	\$0.50
Moosehead Lake Fishery Management	\$2.50
The Landlocked Salmon in Maine	\$3.00
MAINE FISH AND WILDLIFE magazine (quarterly)	\$3.50 (single copy)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$543,387.52 in FY 90 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF RESOURCE MANAGEMENT

FREDERICK B. HURLEY, JR., DIRECTOR

Central Office: 284 State Street, Augusta
Mail Address: 284 State Street, Augusta, Maine 04333

Telephone: 289-3651

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 189; *Citation:* 12 M.R.S.A., Sect. 7013

Average Count—All Positions: 116.5

Legislative Count: 108

INLAND FISHERIES AND WILDLIFE

PURPOSE: The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

ORGANIZATION: The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

- Division of Wildlife Management
- Division of Fisheries and Hatcheries
- Computer Services Section
- Environmental Coordination Section
- Animal Damage Control

PROGRAM:

Division of Wildlife Management

Wildlife Management. The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. Wildlife management systems were implemented to accomplish the long-term goals and objectives of species management plans. Important accomplishments during the year include: the implementation of special moose and wild turkey hunting seasons; effecting adjustments to the taking of antlerless deer needed to rebuild deer populations across the state; and continuing restrictions over the taking of black ducks needed to increase population levels.

The Nongame Program finalized its long range strategic and operational plans and began working on the development of management systems for endangered species. Work continued on the reintroduction of peregrine falcons to the state and restoration of bald eagle populations.

The Animal Damage Control Program focused on a variety of wildlife damage control work. Assistance was provided to orchards, apiaries, and sheep growers regarding the control of problems caused by species such as deer, moose, bear, and coyotes. Supplemental assistance, through paid and volunteer control agents, was used for coyotes and other wildlife in specific problem areas.

Habitat Management. Habitat improvement work is actively carried out in the Department's Wildlife Management Area. These include approximately 64,000 acres of upland and wetland habitat strategically located throughout the State, as well as 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, the continuation of significant wildlife habitat inventories for high growth municipalities in support of statewide growth management initiatives, and development of recommendations to protect significant wildlife habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 201,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 450,000 acres of land under the control of the Bureau of Public Lands; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

Wildlife Research. Wildlife research involving fisher has continued in cooperation with the Maine Cooperative Wildlife Research Unit to obtain specific types of information needed to better evaluate the needs and status of this species. For the most part, this work has focused on habitat utilization, population densities, and related matters.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include the establishment of a moose hunting season; modification to the deer, bear and waterfowl hunting seasons, and furbearer trapping and hunting seasons. Rules were also adopted to protect 154 bald eagle nest sites.

Division of Fisheries and Hatcheries

Fisheries Management. Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are undertaken to obtain basic information regarding the abundance and condition of fish popu-

INLAND FISHERIES AND WILDLIFE

lations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. Comprehensive species management plans are formulated every five years and guide the overall statewide fisheries management programs. Work has continued on the development of river management plans for certain rivers designated in the state's River Protection Law and other important river reaches.

Propagation of Fish. The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one quarter million fish are stocked annually. The following is a summary of the fish stocked from January 1, 1987 to December 31, 1987:

	Number	Pounds
L.L. Salmon	217,424	31,847
Brown Trout	614,831	55,952
Brook Trout	685,766	118,763
Lake Trout	74,850	9,063
Splake	18,730	2,052

Habitat Management. In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and this Department. They included Great Ponds applications, Stream Alteration applications, Site Location applications, LURC applications, Highway Project and hydroelectric projects. Recommendations pertaining to the impact of the State's fisheries resources on each project were forwarded to the processing agencies.

Fisheries Research. Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Statewide trawling, Habitat Evaluation Procedures, Instream Flow Methodology Studies associated with hydroelectric projects, baitfish (extension work), a special arctic chart study, a brook trout strain evaluation, and an anadromous alewife impact study have been the major focus.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions, as was information required by the regulatory process. Data processing activities were coordinated with the Bureau of Data Processing and other state agencies.

Environmental Services Section. Biological assessments and technical recommendations were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Natural Resource Protection Act, Mining, Land Use Regulation Commission laws, and Department of Transportation projects.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning); Maine Low-Level Radioactive Waste Authority; Maine Waste Management Agency; Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

- Scientific collectors permits for fish
- Eel, alewife, sucker, cusk, humpout & yellow perch permits
- Bass tournament permits
- Permit to stock waters in Maine
- Smelt bait dealers license
- License to sell commercially grown or imported fish
- Permit to import live fresh water fish or eggs
- License to cultivate or harvest fish in private ponds

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Maine Falconry Permit
 Maine Scientific Collection Permit
 Maine Bird Banding Permit
 Stumpage (Wood Harvesting) Permit
 Swan Island Campground Permit
 Fishing Derby Permit

PUBLICATIONS:

Research and Management Report
 Fish Stocking Report—\$1.00
 Fishes of Maine—\$5.00
 Mooshead Lake Fishery Management—\$3.00
 Maine Lakes—A Sportsman's Inventory Index of Lake Survey Maps of about 1,500
 Maine lakes and ponds showing water depths, fish present and management suggestions
 Individual lake reports—\$.50
 The Landlocked Salmon in Maine—\$3.00

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,038,109	23,481	1,519,023		1,495,605	
Health Benefits	286,034	1,794	221,257		62,983	
Retirement	595,105	4,397	344,720		245,988	
Other Fringe Benefits	12,267	405	2,913		8,949	
Computer Services—State	78,662		60,526		18,136	
Other Contractual Service	1,281,138	2,634	366,819		911,685	
Rents	10,196		7,884		2,312	
Commodities	332,717	1,632	283,639		47,446	
Grants—Subsidies—Pensions	165,351		145,454		19,897	
Purchases of Land	157,813		16,411		141,402	
Buildings and Improvement	8,463		8,013		450	
Equipment	281,637		236,892		44,745	
Interest—Debt Retirement	577		577			
Transfers to Other Funds	52,526		33,665		18,861	
TOTAL EXPENDITURES	6,300,595	34,343	3,247,793		3,018,459	

BUREAU OF WARDEN SERVICE

LARRY CUMMINGS, CHIEF WARDEN SERVICE (COLONEL)
 HERBERT VERNON, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta
 Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Telephone: 289-2766

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 09; Unit: 218; Citation: 12 M.R.S.A., Sect. 7014

Average Count—All Positions: 133.5

Legislative Count: 133

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, recreational

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vehicle laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service dates back to 1830 when the first Warden was appointed by the Governor to enforce the moose and deer laws enacted that year. In 1880 the Maine Warden Service was officially created by the Legislature, and in 1937 the Warden Flying Service was formed. The Maine Warden Service was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau currently consists of one (1) Game Warden Colonel, one (1) Game Warden Major, six (6) Game Warden Lieutenants, sixteen (16) Game Warden Sergeants, five (5) Game Warden Investigators, five (5) Game Warden Specialists, eighty-seven (87) Game Wardens, three (3) Game Warden Pilots, and twenty-three (23) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 7,343 complaints on all matters of conservation law enforcement, prosecuting 4,951 persons and warning 2,195. To accomplish this, the Warden Service drove 2,795,062 miles.

Search and Rescue. During 1989 Warden Service searched for 198 lost persons, as well as 32 drowning victims, with a total cost of \$172,328.00 including training.

Safety. During the calendar year 1989, 2,120 volunteer hunter safety instructors certified 7,118 students in 313 hunter safety courses across the State. During the same time, there were 254 snowmobile students certified. 152 ATV instructors taught 66 courses for 783 students. Regional Safety Coordinators visited summer camps and schools; every hunter safety course carried boating safety, and 68 boating safety instructors taught 286 students.

Data Collection. During 1989 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the administration of fur tagging stations; which tagged 20,334 instate raw furs for trappers and hunters, and 1,637 imported raw furs for fur buyers.

Oversaw the administration of big game registration stations, which tagged 30,260 deer, 2,690 bears, and 922 moose.

In addition, Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES, PERMITS, ETC.:

	Fee (If Any)
Special dog training area license	\$21.00
License to hold field trials for sporting dogs	21.00
Snowmobile race permit	
Import permit (fish and wildlife)	
Eel permit for licensed trappers (20 lbs. of eels)	
Permit to stock rabbit	
Sale of wildlife permit	

PUBLICATIONS:

Fishery Law Summary—Free

Hunting Law Summary—Free

Complete Copy of All Applicable Statutes and Rules—\$5.00

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,875,836		3,683,863		191,973	
Health Benefits	383,139		372,003		11,136	
Retirement	1,818,249		1,785,105		33,144	
Other Fringe Benefits	47,474		46,410		1,064	
Computer Services—State	222		222			
Other Contractual Service	1,052,061	88,985	815,448		147,628	
Rents	7,476		5,629		1,847	
Commodities	185,083		178,659		6,424	
Grants—Subsidies—Pensions	100,572		100,572			
Equipment	618,165		618,165			
Interest—Debt Retirement	637		637			
Transfers To Other Funds	60,063		59,990		73	
TOTAL EXPENDITURES	8,148,977	88,985	7,666,703		393,289	

INSURANCE GUARANTY

MAINE INSURANCE GUARANTY ASSOCIATION

RANDALL KEEP, CHAIRPERSON

PAUL M. GULKO, Executive Secretary

Central Office: Maine Mutual Fire Insurance Company, 551 Main Street, P.O. Box 729,

Presque Isle, Maine 04769

Telephone: 764-6611

Mail Address: One Bowdoin Square, Boston, Mass. 02114; Tel. No. (617) 227-7020 1-800-852-2003

Established: May 9, 1970

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

INTERDEPARTMENTAL COUNCIL

DONALD L. ALLEN, COMMISSIONER, DOC, Chair

Central Office: 87 Winthrop St., Augusta

Telephone: 289-3863

Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Established: February 1, 1988; Revised: 1990

Reference: Policy Area: 03; Umbrella: 94; Unit: 508; Citation: 34B M.R.S.A., Sec. 1214

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The original statute formally established the Committee for the Interdepartmental Coordination of Services to Children and Families, which had been in operation since 1978. The Committee comprises the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services and Mental Health and Mental Retardation. The purpose of the Committee is to ensure the coordination of policies and programs for Maine children and families. This statute further authorized the Department of Mental Health and Mental Retardation to accept funds on behalf of the Committee, and to expend such funds for purposes consistent with the purpose and goals of the Committee. The original statute was amended by P.L. in 1990 in two ways. 1. It changed the name of the Committee to the Interdepartmental Council; and 2. It added the Division of Community Services as a core member of the IDC.

PROGRAM: The Interdepartmental Council meets every other month to discuss and act on State policy issues relative to children and families. The Council has developed an administrative framework to ensure effective coordination and collaboration. The enabling legislation identified three goals for the Council:

- A. To encourage a statewide system of coordinated services, which are responsive to the current needs of children and families and which are delivered by a partnership of public, private and nonprofit state level and community based agencies, and to promote access to services by all children and their families who are in need of these services;
- B. To evaluate on a continuing basis the allocation of resources to ensure the availability of quality services delivered in a coordinated and efficient manner that is consistent with the needs of children and families; and
- C. To continue the development of a comprehensive and coordinated approach to initiation and revision of policy affecting services to children and families.

PUBLICATIONS:

Interdepartmental Council, June 1989

Interdepartmental Council, Report to 114th Legislature, January 1, 1989-December 31, 1989.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Mental Health & Mental Retardation.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DANA F. CONNORS, COMMISSIONER OF TRANSPORTATION

Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Established: 1936-37

Sunset Review: Not Established

Reference: Policy Area: 07; Umbrella: 98; Unit: 419; Citation: 1937 P&SL, Chap. 18

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: The Authority has responsibility to maintain, reconstruct, and operate an interstate bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Commissioner of the Department of Transportation of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and has revised its mandate in accordance with the above purpose.

FINANCES, FISCAL YEAR 1990: The State accounting records for FY90 do not contain any account assigned to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN E. GODWIN, DIRECTOR

Central Office: University of Maine,
Mail Address: 15 Coburn Hall, Orono, Maine 04469

Telephone: 581-4136

Established: 1967

Sunset Review Conducted: 1988

Reference: Policy Area: 02; Umbrella: 92; Unit: 354; Citation: 5 M.R.S.A., Sect. 293

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition, one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1990 State Government Internship Program placed thirty (30) Maine college students in state agencies for a period of twelve weeks.

Intern Eligibility. In order to qualify for the program, participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of \$200. Academic credit from the University of Maine was available, but not mandatory, for participants in the 1990 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor and the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by the education sessions with guest speakers from State Government and the Legislative Leadership. The sessions provided the opportunity

INTERNSHIP

for interns to hear and learn more about their State Government and the Legislature from some key officials.

As of July 1, 1990, the Bureau of Public Administration was merged with the Margaret Chase Smith Center for Public Policy, University of Maine.

Future offerings of the Maine State Government Internship Program will be jointly administered by the Margaret Chase Smith Center for Public Policy and the Department of Public Administration, University of Maine.

PUBLICATIONS:

Maine State Government Internship Program — Summer 1989 — annual report
(no charge)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$3,000.00 (Administrative Costs) in FY 90. Participating agencies shared these administrative costs.

JOB OPPORTUNITY ZONE PROGRAM

JOHN S. DEXTER, JR. AND GREGORY G. CYR, CO-CHAIRMEN

Central Office: 219 Capitol St., Augusta

Telephone: 289-6800

Mail Address: State House Sta. #130, Augusta, Maine 04333

Reference: Policy Area: 01; Umbrella: 92; Unit: 512; Citation: 5 M.R.S.A., Sect. 15135

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Job Opportunity Zone Commission was established to fulfill a statutory requirement of evaluating the progress of four demonstration Job Opportunity Zones and reporting its findings and recommendations to the Governor and the Joint Standing Committee no later than 10/1/89. As part of the evaluation, the Commission reviews the ongoing implementation of the program by the Department of Economic and Community Development.

ORGANIZATION: The Job Opportunity Zone Commission was formally constituted in December 1987. The Commission consists of ten members: 1 co-chairman and four members appointed by the Governor, 1 co-chairman and four members appointed by the President of the Senate and the Speaker of the House. While the Department of Economic and Community Development provides staff support, the Commission may also employ such additional assistance as it deems necessary. The Commission meets as often as necessary to fulfill its purpose at the discretion of its Co-chairmen.

PROGRAM: The Maine Job Opportunity Zone Program (JOZ) was created by the legislature in 1987. Its purpose was to create four demonstration zones wherein economic development would be promoted through means of targeted state investments and technical assistance.

The four zones selected are Central Aroostook, 'Quoddy, Waldo, and Katahdin areas. Each zone received financial assistance in terms of flexible grants and job start grants. Each zone is preparing an economic development strategic plan.

An interagency task force composed of several state and federal agencies meet periodically to develop a comprehensive approach to economic growth in the four zones.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Economic & Community Development.

JUDICIAL

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 70 Center Street, Portland

Telephone: 879-4792

Mail Address: Box 4820 Downtown Station, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; Umbrella: 40; Unit: 274; Citation: 4 M.R.S.A., Sect. 1

Legislative Count: 364.5

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices and authorized the justices to travel in circuits. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

The administrative structure of the Maine Judicial Department is similar to that of a corporation. The Supreme Judicial Court serves as the Department's "board of directors" and by statute has general administrative and supervisory authority over the Department. This authority is exercised by promulgating rules, issuing administrative orders, establishing policies and procedures, and generally advising the chief justice. The chief justice is designated as head of the Judicial Department and is assisted by the state court administrator. Each of the four operating courts has a single administrative head, responsible to the chief justice, who also heads the Law Court. The chief justice in the Superior Court and the chief judge in the District Court are each assisted by two court administrators.

PROGRAM:

Judicial Department Committees. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice of the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

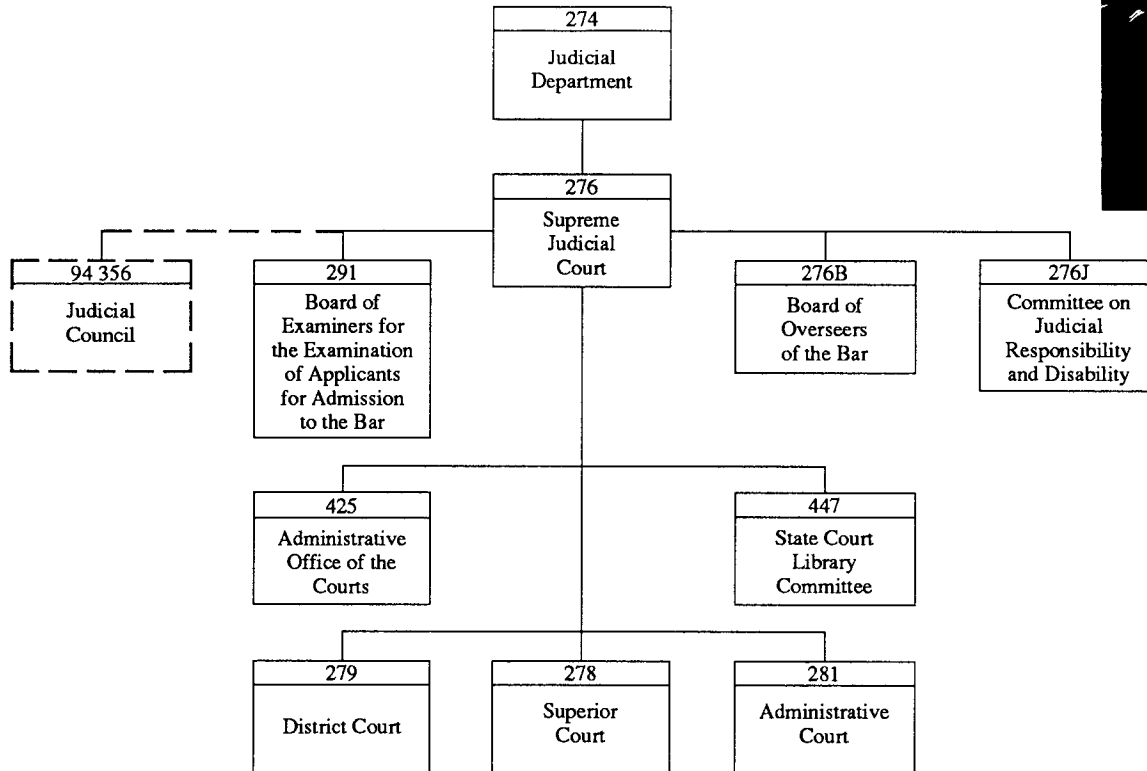
FINANCES, FISCAL YEAR 1990: The following financial displays were generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40



Vincent L. McKusick
Chief Justice
of the Supreme Judicial Court

JUDICIAL



Approved by the Bureau of the Budget

JUDICIAL

CONSOLIDATED FINANCIAL CHART FOR FY 90 JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,261,304	11,224,400	7,821		29,083	
Health Benefits	819,064	816,659	854		1,551	
Retirement	3,197,939	3,190,747	1,524		5,668	
Other Fringe Benefits	79,567	78,942	116		509	
Computer Services—State	24,946	24,946				
Other Contractual Service	10,681,856	10,597,151	84,705			
Rents	2,240,653	2,240,653				
Commodities	426,441	376,616	82		49,743	
Grants—Subsidies—Pensions	2,092,619	1,906,731	185,888			
Buildings and Improvements	51,662	25,308	26,354			
Equipment	376,373	431,880	-55,507			
Interest—Debt Retirement	2,343	2,339	4			
Transfers to Other Funds	8,956		8,699		257	
TOTAL EXPENDITURES	20,581,867	20,319,221	175,835		86,811	
JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,208,788	11,171,884	7,821		29,083	
Health Benefits	817,468	815,063	854		1,551	
Retirement	3,187,704	3,180,512	1,524		5,668	
Other Fringe Benefits	79,096	78,471	116		509	
Computer Services—State	24,946	24,946				
Other Contractual Service	10,596,262	10,593,265	2,997			
Rents	2,240,653	2,240,653				
Commodities	413,615	363,872			49,743	
Grants—Subsidies—Pensions	1,887,784	1,701,896	185,888			
Buildings and Improvement	51,662	25,308	26,354			
Equipment	376,373	431,880	-55,507			
Interest—Debt Retirement	2,339	2,339				
Transfers to Other Funds	634		377		257	
TOTAL EXPENDITURES	30,887,324	30,630,089	170,424		86,811	

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 70 Center Street, Portland

Telephone: 879-4792

Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Reference: Policy Area: 00; Umbrella: 40; Unit: 425; Citation: 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding fiscal year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and the District Court within each county.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend to other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

15. Provide for court security. Plan and implement arrangements for safe and secure court premises to ensure the orderly conduct of judicial proceedings. This includes the authority to contract for the services of qualified deputy sheriffs and other qualified individuals as needed on a per diem basis

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to perform court security-related functions and services. "Qualified deputy sheriffs and other qualified individuals" means those individuals who hold valid certification as law enforcement officers, as defined by the Maine Criminal Justice Academy, pursuant to Title 25, chapter 341, to include successful completion of such additional training in court security as provided by the academy or equivalent training. When under such contract and then only for the assignment specifically contracted for, the qualified deputy sheriffs or other qualified individuals shall have the same duties and powers throughout the counties of the State as sheriffs have in their respective counties. Qualified deputy sheriffs performing these contractual services shall continue to be employees of the counties in which they are deputized. Other qualified individuals performing such contractual services shall not be considered employees of the State for any purpose, provided that the other qualified individuals shall be treated as employees of the State for purposes of the Maine Tort Claims Act and the Workers' Compensation Act. They shall be paid a reasonable per diem fee plus reimbursement of their actual, necessary and reasonable expenses incurred in the performance of their duties, consistent with policies established by the State Court Administrator.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. The Administrative Office staff is appointed by the State Court Administrator with the approval of the Chief Justice, and includes the following positions: Accounting Clerks (4), Administrative Secretaries (2), Chief Court Security Officer, Computer Field Engineer, Court Computer Services Officer, Deputy Budget & Fiscal Officer, Deputy State Court Administrator for Finance, Deputy State Court Administrator for Management, Employee Relations Officer, Management Analyst, Programmer/Analysts (3), Public Information Officer, Purchasing Manager/Accountant, Revenue & Collections Manager, Senior Programmer/Analyst, and State Court Library Supervisor.

PROGRAM: During the year, the Administrative Office of the Courts was involved in such ongoing areas as facilities planning, court security, court automation, the automation of all personnel records consistent with Executive Department requirements, analysis of proposed legislation, and improvements to the financial accounting systems.

PUBLICATIONS:

A Citizen's Guide to the Maine Courts
Judicial Department Annual Report
Mediation of Divorces in Maine
A Guide to Small Claims Proceedings of the Maine District Court
Traverse Juror Handbook

(All available at no cost)

FINANCES, FISCAL YEAR 1990: 4 MRSA, Sections 22 and 24, provides that expenditures of this unit, shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

DANA A. CLEAVES, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland
Mail Address: Box 7260, Portland, Maine 04112
Established: 1973

Telephone: 879-4715

Reference: Policy Area: 00; Umbrella: 40; Unit: 281; Citation: 4 M.R.S.A., Sect. 1151

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

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ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Pursuant to P.L. 1977, Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. §1151 et seq. and 5 M.R.S.A. §10051). Other than in emergency situations, the Administrative Court was granted exclusive jurisdiction upon complaint of an agency, or if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and original jurisdiction upon complaint of a licensing agency to determine whether renewal or issuance of a license of that agency may be refused. Effective in 1983, the Administrative Court also has exclusive jurisdiction to hear appeals from disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges regularly sit in the District Court and in the Superior Court, almost exclusively in Portland.

PROGRAM: To the extent permitted by an increasing caseload and expanding jurisdiction, the Administrative Court judges continue to assist the District and Superior Courts by hearing civil contested matters on a regular basis. In a similar fashion the Administrative Court staff, consisting of a clerk and two recording secretaries, renders frequent assistance to the other Courts and to the Administrative Office of the Courts.

Pursuant to P.L. 1990, Chapter 891, the Chief Judge of the Administrative Court, in conjunction with the Chief Judge of the District Court and Chief Justice of the Superior Court, was authorized to establish a pilot project for the handling of family law proceedings.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$372,411 in FY 90 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

WILLIAM J. KAYATTA, JR., CHAIRMAN
CONSTANCE P. O'NEIL, ESQ., SECRETARY
DEBRA L. MAZEROLL, ADMINISTRATOR

Central Office: AGC Building, Whitten Road, Augusta
Mail Address: P.O. Box 30, Augusta, Maine 04332-0030

Telephone: 623-2464

Established: 1899

Reference: Policy Area: 00; Umbrella: 40; Unit: 291; Citation: 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished, the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and two representatives of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court, and they will hold office for terms of 5 years, beginning on the first day of January of the year of appointment and ending on the last day of December of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in

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the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The administrator of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applications.

	July 86		Feb. 87		July 87		Feb 88		July 88		Feb. 89		July 89		Feb. 90	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	134	28	95	47	138	76	43	66	177	37	38	50	108	74	33	77
Number passing exam	118	23	74	42	101	60	26	54	150	23	19	43	88	57	21	54

In its efforts to discharge its statutory duties, the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and,
5. the effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.:

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

Rules of the Board-(Maine Bar Admission Rules)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	81,708		81,708			
Commodities	82		82			
Interest-Debt Retirement	4		4			
Transfers to Other Funds	8,322		8,322			
TOTAL EXPENDITURES	90,116		90,116			

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STATE COURT LIBRARY COMMITTEE

SIDNEY W. WERNICK, CHAIRMAN

ANN PIERCE, State Court Library Supervisor

Central Office: 66 Pearl Street, Portland, Maine

Mail Address: Box 4820, D.T.S., Portland, Maine 04112

Established: 1981

Reference: Policy Area: 00; Umbrella: 40; Unit: 447; Citation: 4 M.R.S.A., Sect. 191

Legislative Count: 2

PURPOSE: The State Court Library Committee serves as the governing body for Maine's 18 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

ORGANIZATION: The committee is made up of seven voting members—two members of the public, two of the judiciary and three attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairman. The State Court Administrator and the State Law Librarian are *ad hoc* members and one member of the judiciary serves as judicial liaison.

The libraries themselves are organized into a four-tier system. Each tier reflects both the size of the collections and the state stipend allocated to maintain them.

PROGRAM: Under the direction of the State Court Library Committee, the State Court Library Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include staffing; periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of space-saving items such as micro-film and reader/printers.

PUBLICATIONS:

Manual for County Law Libraries—Free

Guide to Legal Resources in Maine—Free

Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1990: 4 MRSA, Chap. 6, provides that expenditures of this unit, which amounted to \$286,283 in FY 90, shall be borne by the Judicial Department and are, therefore, included in its financial display.

STATE COURT LIBRARY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	52,516	52,516				
Health Benefits	1,596	1,596				
Retirement	10,235	10,235				
Other Fringe Benefits	471	471				
Other Contractual Service	3,886	3,886				
Commodities	12,744	12,744				
Grants—Subsidies—Pensions	204,835	204,835				
TOTAL EXPENDITURES	286,283	286,283				

DISTRICT COURT FOR THE STATE OF MAINE

ALAN C. PEASE, CHIEF JUDGE

Central Office: 66 Pearl St., Portland

Telephone: 879-4720

Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112

Established: 1961

Reference: Policy Area: 00; Umbrella: 40; Unit: 279; Citation: 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony criminal cases, traffic infractions and civil violations, can accept guilty pleas in felony cases and conducts probable cause hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court in divorce, non-equitable civil cases involving not more than \$30,000, and also may grant equitable relief in a wide variety of cases including unfair trade practices and cases involving environmental law violations. In practice, the District Court hears virtually all child abuse and neglect cases, termination of parental rights cases, protection from abuse cases, and cases involving environmental law violations. The District Court is the small claims court (for cases involving not more than \$1400) and the juvenile court. The District Court has concurrent jurisdiction with the Probate Court to grant equitable relief in proceedings related to consent to minor's abortions. In addition, the Court hears mental health, habitual truancy, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgments.

There are 25 judges in the District Court, the chief judge, who is designated by the chief justice of the Supreme Judicial Court, 9 judges-at-large who serve throughout the state, and 16 resident judges (including the Chief Judge) who sit principally within the districts where they live. The judges are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

Upon retirement, a District Court judge may be appointed an active retired judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the chief judge, an active retired judge has the same authority as an active judge. There were nine active retired judges in the District Court during 1989-90.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the Governor, although occasionally they may assist in other districts in emergency instances. There are nine at-large judges who are scheduled by the deputy chief judge on a monthly basis. Eight District Court locations require the services of an at-large judge every month, leaving only one judge available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), \$3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court..." Monies in this fund are carried forward from year to year and do not lapse.

The balance forward from FY 1989 was \$8,545. The addition of \$36,000 from appropriations from FY '90 plus \$59,352 from the Maine Court Facilities Authority brought the total available funds to \$103,897. \$30,628 was expended, leaving an ending balance of \$73,269.

Court Appointed Special Advocate Program (CASA). The CASA program was established in 1985 within the District Court to address the needs of abused and neglected children by using trained volunteers to represent these children. These volunteers, who are paid only for their travel and expenses, largely replace state-paid attorneys who had routinely served as guardians ad litem to the children prior to the program's development. During 1986, legislation was enacted to establish CASA as a regular part of the Judicial Department structure. The program is operational in 12 District Court locations (Portland, Rockland, Wiscasset, Bangor, Bath, Biddeford, Ellsworth, Houlton, Augusta, Belfast, Bridgton and Waterville).

Court Mediation Service. The Court Mediation Service program was established in 1978 as a supplementary method of dispute resolution for court cases, and is used primarily for civil cases in domestic relations, small claims, and civil litigation matters in the District and Superior Courts. The

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Court Mediation Service is divided into seven regions, each headed by a regional coordinator. The District Court provides clerical assistance for the Court Mediation Service office and arranges for appropriate facilities in which to hold mediations. Court mediators are independent contractors, receiving per diem fees and travel expenses.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$12,235,340 in FY 90, (exclusive of Indigent Defense expenditures), and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

ROGER C. LAMBERT, CHAIRPERSON
MERLE W. LOPER, Executive Secretary

Central Office: Portland, Maine
Mail Address: P.O. Box 8058, Portland, Maine 04104
Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276J; *Citation:* Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

PURPOSE: The Committee on Judicial Responsibility and Disability was created by the Supreme Judicial Court by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply because of the part-time and elective nature of their positions.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is excused or otherwise unavailable.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts involved in the complaint appear to come within its authority, a copy of the complaint is submitted to the judge for his response and an investigation is conducted appropriate to the circumstances. Based upon its investigation and the judge's response, the Committee determines whether the complaint should be dismissed or an evidentiary hearing is necessary. The Committee cannot itself impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court in any matter in which the Committee finds misconduct warranting formal disciplinary action; thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a person who is or has been a judge, the Committee is directed to provide information on any complaints made against that person and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

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PUBLICATIONS: The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request. Copies of the available Annual Reports of the Committee are also distributed upon request.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$66,248 in FY 90 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

CHADBOURN H. SMITH, CHAIRMAN
J. SCOTT DAVIS, BAR COUNSEL

Central Office: Whitten Road, AGC Building
Mail Address: P.O. Box 1820, Augusta, Maine 04330
Established: 1978

Telephone: 623-1121

Reference: Policy Area: 00; Umbrella: 40; Unit: 276B; Citation: Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar); Maine Manual on Professional Responsibility.

"Board of Overseers of the Bar—Information About Complaint Procedures and Discipline of Lawyers."

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

JUDICIAL

SUPERIOR COURT

THOMAS E. DELHANTY, II, CHIEF JUSTICE

Central Office: Maine Superior Court, Androscoggin County Courthouse

Telephone: 783-5439

Mail Address: 2 Turner Street, P.O. Box 3660, Auburn, Maine 04212

Established: 1930

Reference: Policy Area: 00; Umbrella: 40; Unit: 278; Citation: 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. The court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals on questions of law from the District Court and from the Administrative Court.

There are 16 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. A single justice is designated by the Chief Justice of the Supreme Judicial Court to serve as the Chief Justice of the Superior Court. Court administrators oversee the day-to-day administrative activities of the Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice. There were three active retired justices in the Superior Court during 1989-90.

PROGRAM: The Chief Justice of the Superior Court assigns Superior Court justices to serve throughout the state, although justices serve primarily in a few courts close to their homes for most of the year. On a monthly or bi-monthly basis, the court administrators, in coordination with justices, clerks, and attorneys, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice.

FINANCES, FISCAL YEAR 1990: 4 M.R.S.A., Sections 22 and 24, provide that expenditures of this unit, which amounted to \$8,744,533 in FY 90, (exclusive of Indigent Defense expenditures), shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland

Telephone: 879-4791

Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820

Reference: Policy Area: 00; Umbrella: 40; Unit: 276; Citation: 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior

JUDICIAL

Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of decisions of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, appeals from the District Court in parental rights, termination and foreclosure cases, interlocutory criminal appeals from the District and Superior Courts, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear, with his consent, non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to sit in the Superior Court to hear cases of any type, including post-conviction matters and jury trials. In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year. Each term runs from two to three weeks and handles from 50 to 60 cases.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice. There were three active retired Supreme Court justices in 1989-90.

LICENSES, PERMITS, ETC.:

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1990: 4 M.R.S.A. Sections 22 and 24, provide that expenditures of this unit, which amounted to \$2,437,554 in FY 90 (exclusive of Indigent Defense expenditures), shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE, CHAIR, EX OFFICIO
MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 38 High St., Portland
Mail Address: Box 370, Portland, Maine 04112
Established: 1935

Telephone: 774-4130
FAX: 774-5018

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451

Average Count—All Positions: 0

Legislative Count: 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State, the work accomplished and the results produced by that system and its various parts. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The Council consists of the following members: the Chief Justice of the Supreme Judicial Court (Chair, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, the co-chairs of the Legislative Judiciary Committee, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets three to five times a year, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and appears before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1989-90, the Council was involved in the groundwork for a study of traffic case processing in the Maine District Court and in the creation by the Legislature of a Commission to Study the Future of Maine's Courts.

PUBLICATIONS:

A Citizen's Guide to the Maine Courts, 1987. Out of stock.
The 1988 Survey of the Practice of Law in Maine, 1988. Copying cost.
Minutes of Council Meetings. Copying cost.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$6,316 in FY 90 and are, by administrative decision, included with those of the Judicial Department.

LABOR

DEPARTMENT OF LABOR

CHARLES A. MORRISON, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: 1971

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 688

Legislative Count: 52

Organizational Units:

Bureau of Employment Security
Unemployment Insurance Commission
Bureau of Labor Standards
Maine Occupational Information
Coordinating Committee
Maine Labor Relations Board

Maine Human Resource Development
Council
Department of Labor Advisory Council
Bureau of Employment and Training
Programs
Office of the Commissioner

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of individuals to improve their economic status.

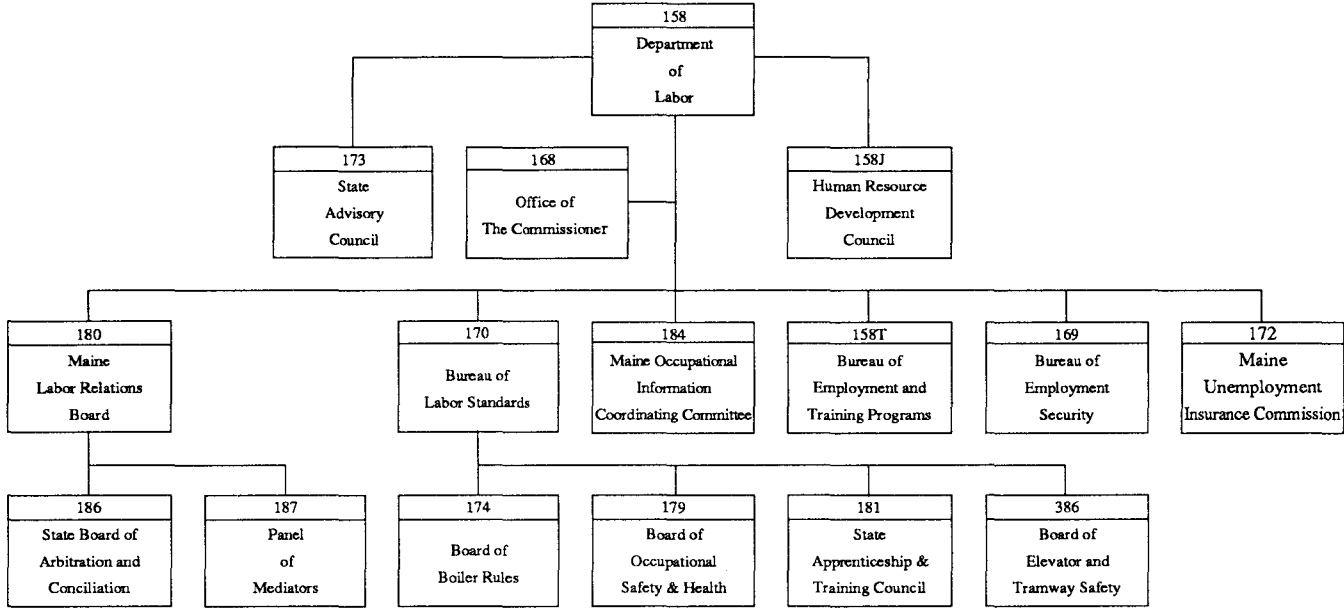
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance, and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. The Department also seeks to further harmonious labor-management relations and provide occupational training for the unemployed and underemployed.

ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Occupational Information Coordinating Committee, originally established in 1979; the Bureau of Employment and Training programs, functioning since 1974; the Office of Administrative Services established in 1982; the Office of the Commissioner established in 1983; and the Maine Human Resource Development Council, established in 1987.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

FINANCES, FISCAL YEAR 1990: The following consolidated financial display was generated from the accounts of the Department as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12



Approved by the Bureau of the Budget

LABOR

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,620,556	1,641,796	732,800		11,245,960	
Health Benefits	1,222,612	141,251	75,951		1,005,410	
Retirement	2,634,574	301,236	142,023		2,191,315	
Other Fringe Benefits	83,964	11,331	6,858		65,775	
Computer Services—Comm.	20	20				
Computer Services—State	50,125	8,783	-8,546		49,888	
Other Contractual Service	3,770,967	587,543	1,196,120		1,987,304	
Rents	1,144,845	81,247	171,632		891,966	
Commodities	582,050	45,003	53,509		483,538	
Grants—Subsidies—Pensions	108,080,195	3,529,664	188,237		10,409,032	93,953,262
Buildings and Improvement	93,151		5,350		87,801	
Equipment	529,470	58,849	35,266		435,355	
Interest—Debt Retirement	344	39	12		293	
Transfers to Other Funds	472,460		128,965		343,495	
TOTAL EXPENDITURES	132,285,333	6,406,762	2,728,177		29,197,132	93,953,262

LABOR

OFFICE OF THE COMMISSIONER

CHARLES A. MORRISON, COMMISSIONER

Central Office: 20 Union Street, Augusta

Telephone: 289-3788

Mail Address: Statehouse Station 54, Augusta, Maine 04333

Established: 1983

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public. The Office also provides information processing services to the Department.

ORGANIZATION: The Office of the Commissioner consists of the Commissioner and immediate support staff.

PROGRAM: The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system and reflects only the State General Fund portion of expenditures of this office. All Federal and Special Revenue account expenditures are incorporated into the accounts of the various bureaus/units of the Department.

OFFICE OF THE COMMISSIONER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	40,859	40,859				
Health Benefits	4,486	4,486				
Retirement	8,148	8,148				
Other Fringe Benefits	140	140				
Other Contractual Service	12,955	12,955				
Rents	1,836	1,836				
Commodities	1,718	1,718				
TOTAL EXPENDITURES	70,142	70,142				

STATE ADVISORY COUNCIL (Labor)

CHARLES A. MORRISON, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330

Telephone: 289-3788

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: 1936

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make

LABOR

recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and was further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and the general public.

PROGRAM: The State Advisory Council met on December 6, 1989.

FINANCES, FISCAL YEAR 1990: There were no expenditures for this unit in fiscal year 1990.

STATE APPRENTICESHIP AND TRAINING COUNCIL

NATHANIEL CROWLEY, CHAIR

Central Office: Hallowell Annex, Central Building
Mail Address: Station #45, Augusta, Maine 04333

Telephone: 289-6430

Established: 1943

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Maine Technical College System to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for veterans.

ORGANIZATION: Recent legislation added to the membership of the Council. The Council is now composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and four members must represent the public; two of which must represent the interests of women, minorities, and aid to families with dependent children recipients in apprenticeship. Appointments are made so that the term of one member of each group expires each year. The Council elects a chair, vice chair, and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The President of the Maine Technical College System, the Commissioner of Labor and the Director of the Bureau of Labor Standards are *ex officio* Council members without vote. The Director of Apprenticeship Training for the Maine Technical College System is a consultant to the Council without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with JTPA, ASPIRE, TJTC and Job Service to further place apprentices in programs written for AFDC recipients. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

LABOR

Pertinent statistics for fiscal year 1989/1990 are as follows:

Apprenticeship	
New Programs Registered	81
Programs cancelled	83
Total Programs to July 1, 1990—374	
New Apprentices Registered	439
Apprentices Reinstated	0
Apprentices Completed	159
Apprentices Cancelled	135
Apprentices Suspended	0
Female Apprentices Registered	15
Female Apprentices Reinstated	0
Female Apprentices Completed	0
Female Apprentices Cancelled	4
Female Apprentices Suspended	0
Minority Apprentices Registered	9
Minority Apprentices Completed	0

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.:

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1990: 26 MRSA, Sect. 1002, provides that expenditures of this unit, which amount to \$1,474.92 in FY 90, shall be borne by the Bureau of Labor Standards.

STATE BOARD OF ARBITRATION AND CONCILIATION

PAUL G. JENSON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-2015

Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1909

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 186; Citation: 26 M.R.S.A., Sect. 931

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955 and procedural reform in 1985. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed

LABOR

by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

The favorable impact of Chapter 294 P.L. 1985, which amended the procedures of the Board, was demonstrated during recent fiscal years in the increased percentage of matters which were effectively conciliated by Board panels. Among other things PL 294 confirmed the conciliation authority of the Board in grievance arbitration matters.

PROGRAM: In fiscal year 1990, the State Board of Arbitration and Conciliation received a level of requests for its services that was over 9 percent higher than the previous year. In FY 90, 35 requests for services were received, compared with 32 requests in FY 89 and a record 75 filings in FY 87. The Board believes that part of the decrease may be due to the maturation of collective bargaining relationships with a consequent reduction in the number of grievances, or by the parties' increased willingness to settle their differences prior to the final step of the contractual grievance procedure. The persistent increase in the variety of employee and employer units who have requested service in the past few years reflects the growing perception in the public sector labor relations community of the Board's stature in providing quality and professional arbitration and conciliation services.

In addition to the new matters filed in FY 90 there were 12 cases carried over from the prior year which required hearing and disposition by the Board or other action. We are pleased to report that all of the matters carried over from FY 89 have been disposed of, either through the hearing and award process, conciliation efforts, or withdrawal through settlements reached by the parties before or on the day of the hearing.

The 35 filings in FY 90, were all grievance arbitration requests; no requests for fact-finding services were received. Under the statutes governing public employee collective bargaining the Board is given authority to hear fact-finding and interest arbitration matters when there is a mutual submission for such services. In all, the Board issued 20 formal Decision and Awards during FY 90.

In addition to the 20 matters proceeding to hearing and formal Decision and Award, four other issues were conciliated with the assistance of Board panel members or were settled at the hearing. The number of actual hearings and meetings convened and held and the per diem and related expenses disbursed are reported in the annual report to the Secretary of State's office at the end of the calendar year, as is required by statute.

The above review shows that panels of the Board convened to hear 24 matters (20 concluded by formal Decision and Award and four others resolved at hearing) as compared with 28 disposed of through the hearing process in FY 89. Several matters were withdrawn or are scheduled for withdrawal. Withdrawals usually indicate settlement on the issues by the parties, often after a hearing has been scheduled.

Representative of the issues which came before the Board in the past fiscal year include:

- | | |
|----------------------|-------------------------|
| 1. Discharge | 7. Overtime pay |
| 2. Suspension | 8. Overtime assignment |
| 3. Reprimand | 9. Shift assignment |
| 4. Loss of Unit Work | 10. Seniority |
| 5. Pay rate | 11. Promotion grievance |
| 6. Vacation pay | |

The Board has a long and distinguished history going back to 1909. With the enactment of laws giving public sector employees collective bargaining rights, the Board has seen its responsibilities as a forum for dispute resolution greatly expand in the area of grievance disposition. Whether through the formal hearing process or through its conciliation services, the Board has become a significant dispute resolution medium in the State. The Board of Arbitration and Conciliation is pleased with its achievements, particularly with its good reputation in the labor relations community. The Board's goal is to provide high quality professional services to its clients, assisting them to resolve their disputes and, thereby, improving the labor-management climate in Maine.

PUBLICATIONS:

Statute Establishing the Procedures of the State Board of Arbitration and Conciliation
Uniform Arbitration Act

FINANCES, FISCAL YEAR 1990: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

JAMES H. MCGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Telephone: 289-6420

Established: 1931

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: Laws pertaining to boilers have been in existence in Maine since 1850. The Board of Boiler Rules was established in 1931. The present Board is comprised of the Chairperson, who is the Director of the Bureau of Labor Standards and representatives of boiler owners, boiler manufacturers, operating engineers, boiler inspectors and insurers, boiler operators, and boiler welders.

The statutes provide for the Board's appointment of a Stationary Engineer's and Boiler Operator's Examining Committee which prepares and conducts examinations to determine the qualifications of persons applying for licenses as boiler operators and stationary engineers.

PROGRAM: The Board of Boiler Rules met five times during FY 90. The Board granted requests to register one boiler over 15 years of age; reviewed accident reports; and granted approval of a welder renewal qualification system. The Board also held discussions on technical items concerning State and National Codes. These discussions reflect the active design changes occurring in the industry. The Board was granted authority to establish fees within legislative limits. The Board adopted these fees and charges to become effective in FY 91.

PUBLICATIONS: Boiler Board rules are issued through the Boiler Division.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$1,259.04 in FY90 and are, by administrative decision, included with those of the Bureau of Labor Standards.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

JAMES H. MCGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Telephone: 289-6460

Established: 1949

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

LABOR

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 the Board of Elevator Rules and Regulations was established which adopted national standards as rules for new elevator installations and existing elevators.

The Passenger Tramway Safety Board was created in 1961, and merged with the Elevator Board in 1977 to form the Board of Elevator and Tramway Safety.

The Director of the Bureau of Labor Standards serves as the Chairperson. The remaining members represent elevator owners, elevator manufacturers, licensed elevator mechanics, ski area operators, licensed professional engineers, the general public, and the physically handicapped. A representative of the Division of Fire Safety also serves on the Board.

PROGRAM: The Board held three meetings in FY 90. The Board granted one variance to install residential elevators for handicapped persons in light usage buildings. The members addressed many questions concerning handicapped accessibility and reviewed designs of proposed installations of new equipment. The Board was granted authority to establish fees within legislative limits. This was done through the rulemaking process and the fees and charges will take effect in FY 91.

LICENSES, PERMITS, ETC.:

Licenses and certificates are issued through the Elevator and Tramway Safety Division.

PUBLICATIONS: Elevator and tramway rules are issued through the Elevator and Tramway Safety Division.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$154.44 in FY 1990 and are, by administrative decision, included with those of Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

MARY LOU DYER, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta

Telephone: 289-2411

Mail Address: P.O. Box 309, Augusta, Maine 04332-0309

Established: March 25, 1980

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 169; Citation: 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 512

Legislative Count: 0

Organizational Units:

Administrative Hearings Division
Unemployment Insurance Commission
Job Service Division

Division of Economic Analysis and Research
Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set

LABOR

up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its five component divisions.

Administrative Hearings Division. The purpose of the Administrative Hearings Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the federal regulations dealing with the Job Service, and complaints under the Job Training Partnership Act. Hearings are held pursuant to the provisions of the Administrative Procedures Act in locations from Sanford to Fort Kent. For the convenience of the parties, telephone hearings are held in about 20 percent of the cases, when there are no disputed facts or when a party is located out-of-state or over 50 miles from a hearing location.

The goals of the division are to provide a full opportunity for the parties to present the facts and law regarding a dispute, and to hear and issue decisions in the most efficient manner possible. The division places high value on training of its staff and the use of automation to speed the decision-making process.

The division is comprised of a director and Chief Administrative Hearing Officer, six Administrative Hearing Officers, and six support staff. In FY 90 the division issued decisions in 4,060 cases.

The expenditures of this division amounted to \$478,172 in FY 90, and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security, Division of Unemployment Compensation.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employers' job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated 18 local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into 2 major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this program year, the Job Service registered over 95,000 applicants.

Job Placement: Assisting job applicants to find suitable jobs and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 50,000 referrals which resulted in over 15,000 successful placements. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 500 counseling interviews this past year, and administered various aptitude and performance tests to another 2,000 individuals.

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Employer Services Program.

In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes 3 functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. Services were requested from over 6,000 employers.

Exclusive Referral: Approximately 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs, and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

Other Programs.

Trade Adjustment Assistance (TAA): The TAA program is administered by the Job Service to provide a full range of employment services to eligible applicants (displaced from their jobs as a direct result of foreign trade). During the time period July 1, 1989 to June 30, 1990, 155 training programs have been approved representing \$528,343. One applicant has used the Job Search and Relocation component at a cost of \$800.

The expenditures of this unit amounted to \$4,490,400 in FY 1990, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Division of Economic Analysis and Research. The Division of Economic Analysis and Research is responsible for developing and maintaining State and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

The Division of Economic Analysis and Research consists of 2 distinct operational sections: (1) Programs and Operations Research, and (2) Labor Market Information Field Services. The last section cited consists of staff stationed in 4 different areas in the State serving the needs of the public and private sectors for local labor market analyses. In addition, a Demographic Research Unit is headed by the State Labor Economist and an Administrative Operations Section provides support to the Division.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy-makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment for all workers in manufacturing and non-manufacturing by industry, and wages for production workers in manufacturing by industry for Maine and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Civilian labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for Maine and each of Maine's 31 labor markets.

Occupational Statistics. Research was conducted to determine staffing patterns in manufacturing and hospitals. Wage surveys were made covering occupations in manufacturing and pulpwood and logging industries. In addition, agricultural wage surveys were conducted for Maine's apple, blueberry, and vegetable harvests. Results were published, disseminated, and incorporated in the management and delivery of other programs.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Lewiston, Portland and Bangor and at the administrative office in Augusta to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 31 labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook were prepared for Maine's educational and employment and training communities.

Management Information. A series of monthly analyses and reports were made to the Executive Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

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Census Data Program. In May 1983 the Division was designated as the organization responsible for the State's Census Data Program. The Division provides program management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 29 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, Councils of Governments and other state departments are located from Sanford to Fort Kent. In the program year ending May 31, 1990, the Census Data Center and affiliate network responded to more than 9,000 requests.

On-Line Electronic Data Retrieval System. LABORNET is an electronic reference library and provides easy and ready access to large files of labor market data, including over 100,000 tables of 1980 census data.

The expenditures of this division amounted to \$1,628,696 in FY 90, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of 15 local offices and an Interstate claims office.

Unemployment compensation workloads encompassed a wide variety of activities during State of Maine fiscal year 1990. The number of initial claims for unemployment benefits under the regular State program totaled 139,698. There were 679,147 continued claims filed which resulted in \$86,176,988 paid under the State Unemployment Insurance (UI) program.

With regard to the Unemployment Compensation for Federal Employees (UCFE) program, 2,753 payments were made and \$416,018 was compensated. Former military personnel were paid \$425,413 for 2,571 weeks compensated under the Unemployment Compensation for Ex-Service-members (UCX) Program. The Dislocated Workers Benefits (DWB) program is intended to provide benefits to certain qualified workers who have become structurally unemployed and are undergoing training for new jobs. There were 765 initial claims and 7,081 payments for a total of \$1,069,385 compensated under the DWB program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 7,490 payments for a total of \$1,058,522 in trade readjustment allowances (TRA) as provided under the Trade Act. Payments for the Dislocated Workers Benefit program are also processed in this unit.

Claims Deputies: Claims Deputies in the division's 15 local offices and the Interstate Office rendered 54,199 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 4,084 while an additional 461 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, utilizing the automated cross-match system of wage record and benefit payment files, 18,710 claim audits were mailed to employers during FY 90. The employers responded with a 94.9% return rate. Fraud investigators and local office claims deputies through a combined effort of using the cross-match, employer protests of charges, anonymous tips, and quality control audits issued 576 determinations relative to fraud and misrepresentation resulting in \$379,579 in overpayments, and issued 5,378 determinations which accounted for \$905,320 in nonfraud payments. With the assistance from the District Attorney's Office, 4 cases for misrepresentation resulted in court convictions.

The Unemployment Compensation Division has established a Quality Control Unit for post-review of benefit payments through a random selection of active claims, conducting an in-depth audit of all benefit payments and related procedures relative to the selected claims. The audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures.

By the end of FY90, the number of active employer accounts were 33,581 and payroll data submitted by these employers generated a total of 2,472,255 wage items processed by the Wage Record Unit. Field and central office activities produced 10,328 employer status determinations of which 5,615 involved newly liable employer accounts. A total of 810 field audits were conducted resulting in a net receipt due of \$286,191 in under-reported contributions. Net contributions received in FY 90 totaled \$74,157,143 and the Fund balance was \$174,135,502 as of April 30, 1990.

Eligibility Review Program: The Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 90, 16,595 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit, through the use of accurate workload projections and with factors developed by the Cost Model management studies, provided a

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scientific base for fiscal and staff management planning and development and control which enabled the division to adjust staff and other resources to changes in workload.

The division's Internal Security Unit is designed to assure management that adequate safeguards are maintained in both the tax collections and benefit payments. The unit monitors both the automated and manual systems on an ongoing basis and develops strategies to prevent and detect improper use of agency resources

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1989: The Unemployment Compensation Fund balance was \$200,586,493, as of December 31, 1989.

The administrative expenditures of the Unemployment Compensation Division amounted to \$10,077,456 in FY 90 and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the twelve (12) month period ending June 30, 1990.

PUBLICATIONS:

Publications.

1. Maine Labor Market Digest (Free—Monthly)
2. Civilian Labor Force Estimates for Maine and its Substate Areas (\$3.50)
3. Women and Minority Labor Force in Maine (\$4.50)
4. Directory of Labor Market Information (Free)
5. Maine Directory of Occupational Licensing (\$8.95)
6. Maine Occupational Needs: Outlook to 1995 (\$5.00)
7. Maine Occupational Staffing Patterns by Industry: (Free)
 - a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
 - b. Manufacturing
 - c. Selected Nonmanufacturing Industries
 - d. Government
 - e. Education
 - f. Hospitals
8. Maine Occupational Wages:
 - a. Manufacturing Industries (\$4.00)
 - b. Selected Nonmanufacturing Industries (\$5.00)
9. Job Hunter's Guide to Maine (\$3.00)
10. Technical Services Monographs (Varying Fees)
11. Maine Labor Force By County and Labor Market Area (Free)
12. Maine Occupational Statistics for Affirmative Action Planning, 2 Volumes (\$5.00 each)
13. The Maine Employment and Earnings Statistical Handbook (\$9.00)
14. The Maine Labor Force to the Year 2000 (Free)
15. Catching the Wind: An Analysis of Maine's Growth Industries:
 - a. Business Services (\$3.00)
 - b. Printing and Publishing (\$3.00)
 - c. Legal Services (\$3.00)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling charges only.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,807,785				9,807,785	
Health Benefits	883,490				883,490	
Retirement	1,908,638				1,908,638	
Other Fringe Benefits	54,373				54,373	
Computer Services—State	22,241				22,241	
Other Contractual Service	1,904,536		424,212		1,480,324	
Rents	1,004,967		125,564		879,403	
Commodities	475,222		21,962		453,260	
Grants—Subsidies—Pensions	97,232,760				3,279,498	93,953,262
Buildings and Improvement	87,801				87,801	
Equipment	301,294				301,294	
Interest—Debt Retirement	277				277	
Transfers to Other Funds	225,180		17,849		207,331	
TOTAL EXPENDITURES	113,908,564		589,587		19,365,715	93,953,262

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

JAMES F. NIMON, EXECUTIVE DIRECTOR
JUSTIN SMITH, DEPUTY DIRECTOR FOR PLANNING

Central Office: Old Nurses Bldg.—AMHI, Augusta *Telephone:* 289-3375
Mail Address: Hospital Street, Statehouse Sta. #55, Augusta, Maine 04333
Established: February 2, 1983 *Sunset Review Required by:* June 30, 2000
Reference: Policy Area: 04; Umbrella: 12; Unit: 158T; Citation: Exec. Order 9 FY 82/83
Average Count—All Positions: 95 *Legislative Count:* 0

PURPOSE: The Bureau is responsible for providing professional and technical services to the Commissioner of Labor, members of the state job training coordinating council (known as the Maine Human Resource Development Council), to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), Public Law 97-300 of 1982, the Maine Training Initiative (MTI) Law (26 MRSA, Sec. 2005), the Health Occupations Training Project (26 MRSA, Sec. 2151 *et seq.* (1988) as amended by Public Law C. 577), the Additional Support for People in Retraining and Education program (22 MRSA, Sec. 3781 *et seq.* (Supp. 1988)), and the Strategic Training for Accelerated Reemployment program (26 MRSA, Sec. 2015-A (1988), as amended by Public Law C. 541). The Bureau is responsible for developing operational guidelines and procedures for programs conducted by Maine's Job Training System. Included among the various management systems are monitoring, fiscal accountability, including allocation of funds and audits, and technical assistance and training.

ORGANIZATION: The Bureau of Employment & Training Programs operates as a division within the Maine Department of Labor. The Bureau is funded through JTPA Federal funds and state job training funds.

PROGRAM: Maine's Job Training System, which is administered at the state level by the Bureau of Employment and Training Programs, provides remedial education and vocational training-related services through three Service Delivery Areas (SDAs). The Training Resource Center provides training activities to Cumberland County residents; the Penobscot Consortium provides training activities in Hancock, Penobscot, and Piscataquis counties; and the 12-County SDA provides training in the remaining twelve counties.

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The Job Training System is funded by, and operates according to the requirements of, several state and federal laws. These include the Federal Job Training Partnership Act (JTPA), the Maine Training Initiative (MTI), the Strategic Training for Accelerated Reemployment (STAR) Program, the Health Occupations Training Project, and the Additional Support for People in Retraining and Education (ASPIRE) Program. These programs provide classroom training, on-the-job training, work experience, occupational upgrading, assessment, remedial education, and vocational counseling to adults and youth.

PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program planning instructions for the subsequent fiscal year. The Bureau also publishes annual reports for the STAR and HOT Programs as well as an annual report describing the accomplishments of the entire Job Training System. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,882,678	267,076	354,777		1,260,825	
Health Benefits	165,708	23,504	35,973		106,231	
Retirement	373,052	49,285	68,346		255,421	
Other Fringe Benefits	14,611	1,460	2,910		10,241	
Computer Services—State	9,620				9,620	
Other Contractual Service	864,218	285,854	169,601		408,763	
Rents	127,377	70,982	46,015		10,380	
Commodities	36,285	22,818	3,075		10,392	
Grants—Subsidies—Pensions	10,601,458	3,475,924			7,125,534	
Equipment	96,260				96,260	
Interest—Debt Retirement	45	18	12		15	
Transfers to Other Funds	140,416		33,203		107,213	
TOTAL EXPENDITURES	14,311,728	4,196,921	713,912		9,400,895	

HUMAN RESOURCE DEVELOPMENT COUNCIL

KATHERINE M. GREENLEAF, CHAIR
JAMES F. NIMON, EXECUTIVE DIRECTOR

Central Office: Hospital Street, Augusta

Telephone: 289-3377

Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: July 1, 1987

Reference: Policy Area: 04; Umbrella: 12; Unit: 171; Citation: 26 M.R.S.A., Sec. 2005

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The major responsibilities of the Maine Human Resource Development Council, as mandated by Public Law 97-300 (The Job Training Partnership Act) and established by Executive Order are broken into three areas:

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- (1) **Advisory**
Develop and recommend policy for human resource development activities on a state-wide basis.
- (2) **Coordination**
Coordinate activities and linkages with other state agencies and private industry.
- (3) **Review**
Review and certify local human resource development plans written in response to the Council's recommendations and make recommendations on these plans to the Governor.

ORGANIZATION: The Maine Human Resource Development Council, authorized by the Job Training Partnership Act of 1982 and by Executive Orders 16 FY 86/87 and 5 FY 88/89, is a 30-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, Planning and Coordination, Upgrading and Retraining, Youth Services, Targeted Services, and Economic and Human Resource Development—meet throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

PROGRAM: The Maine Human Resource Development Council (MHRDC) is charged with seeing that the Governor's human resource development goals are achieved by recommending to the Governor strategies which will achieve his goals within a single, comprehensive statewide approach to the delivery of all human resource development programs.

Each of the Governor's human resource development goals with related objectives are referred to a committee of the MHRDC. Each committee makes recommendations on the action state agencies should take so that each of the Governor's goals and objectives will be achieved. The MHRDC operates a multi-agency planning process so that programs are developed in response to the MHRDC recommendations. The program plans developed by the inter-agency planning teams are combined and published as the "Governor's Human Resource Development Plan." The Plan contains a number of program plans, each with measurable outcomes, describing activities to begin after July 1 of each program year.

PUBLICATIONS:

The third Maine Human Resource Development Plan (July, 1990)
Six-month Status Report on the First Maine Human Resource Development Plan
Final Status Report on the First Maine Human Resource Development Plan
Six-month Status Report on the Second Maine Human Resource Development Plan

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

BUREAU OF LABOR STANDARDS

JAMES H. MCGOWAN, DIRECTOR
WILLIAM A. PEABODY, DEPUTY DIRECTOR

Central Office: Hallowell Annex, Central Building
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Telephone: 289-6400

Established: 1873

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sec. 41

Average Count—All Positions: 69

Legislative Count: 41

Organizational Units:

Board of Boiler Rules
Board of Occupational Safety and Health
Apprenticeship Division
Research & Statistics Division
Commission on Safety in the Maine Workplace

Minimum Wage, Child Labor, Stuffed Toys Division
Boiler, Elevator, Tramway Division
Safety Division
Board of Elevator & Tramway Safety
State Apprenticeship & Training Council

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PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The Bureau enforces State laws regulating the employment of minors, and the payment of wages; State laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of working people.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 as an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry within the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to the Bureau of Labor. In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

During fiscal year 1990, the Bureau was given responsibility for reviewing and approving employer substance abuse testing policies. This activity is currently handled by the Administration Division.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors and the Bureau's Deputy Director, who report to the Director appointed by the Commissioner of Labor. The administration of these are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Maine Technical College System to establish courses of related training for registered apprenticeships. The Division Director and Apprenticeship Specialist are required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the Division Director and Apprenticeship Specialist will visit the establishment after the program has been instituted for compliance checks or to check that the program is being administered according to the standards.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for all federal apprenticeship programs. The Council's Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulations Title 29, Part 29, and Title 29, Part 30. The Apprenticeship Division exists to implement the directives of the Council. The Council is also the state approving agency for veterans programs in apprenticeship.

The field representatives visited establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 81 new apprenticeship programs and cancelled 83 apprenticeship programs at the request of the establishments. There were 439 new apprentices registered, no apprentices reinstated, and 159 apprentices received their Certificates of Completion from the Council. The staff is responsible for preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

Research and Statistics Division. The Bureau Director's authority to collect and distribute statistical data concerning the labor and industrial pursuits in the state has been delegated to the Research and Statistics Division. The Division conducts five major programs. Each program performs special studies upon request.

Census of Maine Manufactures: The Census survey collects data relative to the value of products, capital expenditures, exports and imports, and workers covered by union contracts from all manufacturing firms operating in the state. Additional information concerning employment and gross wages is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. The results are published in the annual *Census of Maine Manufactures*.

Construction Wage Rates: The data collected under the Construction Wage Rate survey are tabulated and published annually in a pamphlet entitled *Maine Construction Wage Rates*. This publication presents the high, median, and low rates by occupation and type of construction.

The data collected under the Construction Wage Rate survey is used primarily to set minimum wage rates on state funded construction projects. During the fiscal year, 210 wage determinations were filed and 119 of these contracts were awarded. These contracts totaled nearly \$25,000,000 in value. In terms of determinations, Building Construction was the most active with 141 projects, followed by Highways (45), Heavy and Bridge Construction (33), and Special Projects (1). Looking at contract value, Building had 68 awards valued at \$12.2 million. Highway had 31 contracts with a total value of \$7.7 million. Heavy and Bridge contracts were awarded to 19 bidders for a total of \$4.6 million. The one Special contract was valued at \$69,300.

Labor Relations: The Division conducts an annual survey of local unions operating in the state. Files are also maintained on major contracts, National and Maine Labor Relations Board elections, and work stoppages. The major outputs of these efforts are two publications, the *Directory of Maine Labor Organizations* and *Labor Relations in Maine*.

Occupational Injuries and Illnesses Survey (OSH 200S): This survey is one of two programs conducted in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics. The survey collects data on federally required occupational injury and illness records from a sample of Maine employers. The results are published in the annual *Occupational Injuries and Illnesses in Maine*.

The Division also provides assistance to Maine employers in complying with the U.S. Occupational Safety and Health Administration recordkeeping requirements. This includes distribution of recordkeeping supplies, in-plant and telephone consultation, and recordkeeping seminars. During fiscal 1989, the Division conducted 14 recordkeeping presentations reaching in excess of 370 recordkeeping and safety personnel. In addition, several in-plant consultations were performed for major employers.

Supplementary Data Systems (SDS): This program, which codes selected data from the Employer's First Report of Occupational Injury or Disease, is the second Federal-State cooperative program. The resulting tabulations are published annually in a publication entitled "Characteristics of Work-Related Injuries and Illnesses in Maine."

Division of Minimum Wage, Child Labor and Stuffed Toys. Although the number of inspections and violations was slightly lower than the previous year, there were increases in most other areas. There were 413 complaints of unpaid wages, including unfair agreement violations, unpaid vacation and illegally withheld insurance deductions. This total was a substantial increase over the previous year. The wages collected for these violations was also substantially higher. The fiscal year 1990 total was \$92,711.08. In addition, \$27,260.99 was paid to 282 employees by businesses who were found to be in violation for not paying the required minimum wage or overtime. Two cases for unpaid wages were settled with court action, and there are currently 13 similar cases pending legal action through the Attorney General's office.

A total of \$68,543.33 was paid to 208 employees from the Maine Wage Assurance Fund when 28 employers went out of business and left no assets to pay the employees their final wages. This number was also a substantial increase over the previous year.

Ten employers gave the Bureau of Labor Standards 60-day notice of intent to terminate their operations in Maine; these closings could affect approximately 1,700 employees. Five of these employers have paid severance directly to the affected workers. These payments were monitored by the Division staff for compliance. One employer was determined to be not subject to the law. The remainder are still under investigation or have not actually ceased operation by the end of the fiscal year. Additionally, one case from a previous year is pending in court. This case involves 212 employees who are due approximately \$889,000. Two other settlements, which would affect approximately 270 employees and would involve approximately \$700,000 in severance pay, are close to being finalized.

There were 7,102 work permits approved for the employment of minors, 1,674 less than the previous year. There were six child labor cases filed in court with one additional case pending legal action.

There were 515 certificates issued to manufacturers and importers of stuffed toys to sell their items in the State of Maine and 618 registrations issued for manufacturers or importers of bedding and upholstered furniture.

The following is a statistical summary of Division activities:

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Inspection	7,402
Violations, Total	4,586
Work Permits and Certificates of Age, Approved	7,012
Minimum Wage & Overtime Paid to Employees	\$27,260.99
Unpaid Wages & Vacation Paid to Employees	\$92,711.08
Severance Pay Paid to Employees	*
Wage Assurance Paid to Employees	\$68,543.33
Registration Fee, Bedding	\$20,675.00
Registration Fee, Stuffed Toys	\$14,935.00

*No payments directly supervised by the Bureau in fiscal year 1990.

Boiler, Elevator, Tramway Division (Labor). The purpose and objectives of this Division are to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established in 1935 and the Elevator Division in 1951. In 1968 the same individual was appointed director of both divisions. Tramway responsibilities were added in 1977. The inspectors are qualified to inspect and perform duties related to each area.

Boiler responsibilities are divided into three areas, Boiler Inspection and Certification, Welder Qualification and Certification, Boiler Operators and Stationary Engineers Examining and Licensing.

Boiler Inspection and Certification: This program has been most active in the certification of new utility and cogeneration plant installations. Design changes and technological advances have raised questions which affect National Standards and the need for solutions. The Division has attempted to become knowledgeable in all areas of concern and provide input to National Standards Committees.

Welder Certification: As the changes in welding technology and demand for certified, qualified welders increase, the Division's workload is being directly affected, both in numbers and technological expertise.

Boiler Operations and Stationary Engineers: Applications for examination for all classes of licenses have increased over the year.

The Division, in support of the above activities, has also increased its educational and speaking engagements in order to inform those in the boiler industry of the requirements for boiler and pressure vessel fabrication, installation, operation, inspection and repair. A four-day seminar at the Maine Maritime Academy has attracted international attention and the sixth annual event enrolled over 200 participants. Staff members served on several vocational schools' and institutions' advisory committees and spoke to several professional organizations and students attending technical and engineering schools.

The Elevator and Tramway Safety program continues to address the increase in new installation of elevators and tramways (ski-lifts). New technology has also affected the design of this equipment. The staff has attempted to keep abreast of the changes. Handicapped and disabled access requirements have had an impact on new installations of elevator, vertical and incline lifts.

Pertinent statistics for the fiscal year ending June 30, 1990 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Boiler Certificates Issued	3,341
Boiler Inspector Certificates Issued	18
Welder Certificates Issued	1,304
Engineer and Operator Examinations	820
Engineers Licenses Issued	910
Operators Licenses Issued	861
ASME and National Board Shop Surveys	8
Income	\$57,350.60
Boiler Codes	1,189.30
Boiler Travel	502.52

Total Income	\$59,042.42
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LABOR

Elevators and Tramways: approximately 2,000 in Maine are covered by The Statutes

Tramway Certificates Issued	89
Elevator Certificates Issued	2,286
New Elevators Installed	165
Elevator Mechanics Licenses Issued	120
Elevator Mechanics Exams Given	4

Income	\$108,566.40
Elevator Codes	84.00
Elevator Travel	1,896.76
Total Income	\$110,547.16

Safety Division. The Division consists of five programs involving safety and health issues. The staff includes a Division Director, 7 clerical, and 22 field people.

The enforcement program is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector.

Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Safety Division visit places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections are issued when violations of the regulations are found.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program four Consultation Officers have been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by Federal Compliance Officers.

The Safety Training and Education program staff conducts training programs in the public and private sectors. These include training in the workplace, informational programs, and inspections. The staff provides training aids and material safety data sheets to employers and employees, and assists the Department of Human Services with the public right-to-know law.

A training contract was signed with the United States Mine Safety and Health Administration which became effective January 1, 1984. The purpose of this program is to train employers and employees involved in sand, gravel, and mining operations.

The Education and Training Unit funded 30 occupational safety and health training proposals by private entities. Some of the topics funded include back schools, a pesticide video for agriculture users, and safety training for apprentice iron workers.

Additional resources have been utilized to emphasize and increase the training provided to employers and employees. The Division provided speakers for meetings, conducted training programs, and assisted with the annual Maine Safety and Health Conference.

The pertinent statistics for FY 90 are as follows:

Compliance Inspections	1,061
State Agencies	307
Municipalities	505
School Districts	157
Water/Sewer Districts	67
Counties	25
Citations Issued	3,622
Chemical Substance Inspections	97
Consultations Visits	439
Workers Trained	12,195
Mine Safety Program	3,074
Safety Education & Training Fund	9,121

LICENSES, PERMITS, ETC.:

Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Operator Permit

LABOR

Boiler Engineer License
 Welders Certificate of Qualification
 Elevator Inspection Certificate
 Tramway Inspection Certificate
 Elevator Inspectors Certificate of Authority
 Tramway Inspectors License
 Wire Rope Inspector Qualification
 Elevator Mechanics License
 Registration: Bedding & Stuffed Toys
 Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.
 Certificates of Completion for Apprentices.

PUBLICATIONS:

Maine Labor Laws—available at \$5.00 per copy
 Guide to Maine Minimum Wage Law (free)
 Maine Labor Laws Specifically Applicable to Youth (free)
 Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years (free)
 Bedding; Upholstered Furniture Law (free)
 Stuffed Toy Law (free)
 Work Permits and Certificates of Age (free)
 Boiler Rules and Revised Boiler Law (\$1.00)
 Elevator and Tramway Rules of Maine (\$4.00)
Census of Maine Manufactures, annual, free, mailing list maintained
Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.
Directory of Maine Labor Organizations, annual, free, mailing list maintained.
Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.
Labor Relations in Maine, annual, free, mailing list maintained.
Maine Construction Wage Rates, annual, free, mailing list maintained.
 Rules Relating to Labor Standards for Registration of Apprenticeship Programs, Maine Department of Labor (free)
 Rules Relating to Labor Standards for Equal Opportunity for Employment of Women & Minorities in Registered Apprenticeship Programs, Maine Department of Labor (free)
 Apprenticeship Program Facts (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,494,650	976,472	378,023		140,155	
Health Benefits	141,919	88,136	39,978		13,805	
Retirement	294,084	193,151	73,677		27,256	
Other Fringe Benefits	10,951	6,509	3,948		494	
Computer Services—State	10,900	1,419	1,454		8,027	
Other Contractual Service	724,314	187,861	436,601		99,852	
Rents	228		53		175	
Commodities	55,503	7,326	28,451		19,726	
Grants—Subsidies—Pensions	186,237		186,237			
Equipment	125,001	55,712	31,488		37,801	
Interest—Debt Retirement	21	20			1	
Transfers to Other Funds	102,568		75,735		26,833	
TOTAL EXPENDITURES	3,146,376	1,516,606	1,255,645		374,125	

MAINE LABOR RELATIONS BOARD

NANCY CONNOLLY FIBISH, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7

Telephone: 289-2015

Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 180; Citation: 26 M.R.S.A., Sect. 968

Average Count—All Positions: 7

Legislative Count: 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the effective and efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act, the Judicial Employees Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), and the Judicial Employees Labor Relations Act (JELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all four Acts. The PELRA, SELRA, UMLRA, and JELRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact-finding, interest arbitration and, in the case of judicial employees, an option for mediation-arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members of the Panel of Mediators. This applies to both public and private sector; however, the impasse resolution procedures of fact-finding and interest arbitration are limited to the public sector under the PELRA, SELRA, UMLRA, and JELRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA, UMLRA, and JELRA. As of October 1, 1976, amendments to the UMLRA included employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981 while judicial department employees were covered under the Judicial Employees Labor Relations Act which became effective July 25, 1984.

Unfair labor practices, referred to as "prohibited acts," in the PELRA, SELRA, UMLRA, and JELRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 and to judicial department employees in July of 1984. The restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the change in designation from Public Employees Labor Relations Board to Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for whom provisions were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors utilizing the services of the Maine Labor Relations Board. During FY 90, 53 voluntary agreements relative to bargaining units were received, compared with 31 in the prior fiscal year, in spite of the fact

LABOR

that organizational efforts have saturated much of the municipal, educational and state sectors. Thirty-six unit determination or clarification petitions were filed during FY 90, compared with 21 such filings in FY 89.

There were 54 election requests received by the Board in FY 90. In addition to this, the Board received 8 decertification/certification or straight decertification requests. With respect to election activities, there were 61 election requests in all requiring attention during the fiscal year; this compares with 35 in FY 89 and 32 in FY 88. In all, Board officials conducted or were scheduled to conduct 35 on-site elections pursuant to the various petitions filed.

The activities of the Panel of Mediators are summarized for purposes of this report and are more fully reviewed in the Annual Report of the Panel of Mediators submitted to the Governor. The number of new requests this fiscal year rose to 115; up from 107 in FY 89. There were 29 carry-over matters from the FY 89 filings which required mediation activity in FY 90. Among the filings were two under the Maine Agricultural Marketing and Bargaining Law, which was amended in FY 87 to insert the Panel of Mediators into the contract dispute mechanism between processors and producers who are subject to that statute. The success ratio for the Panel has exceeded 70 percent of matters handled by its members over the past several years. The success rate in FY 90 reached 79 percent for mediations, including carry-overs, that were concluded in FY 90.

Fact-finding is the second step in the three-tiered process of statutory dispute resolution. Beginning in Fiscal Years 1984 and 1985 requests for fact-finding began declining from the levels of earlier years. In FY 1988 there were 15 fact-finding requests filed; in FY 89 that number jumped to 29. There were 120 requests for fact-finding in FY 90. The range in the Fiscal Years 1984 through 1988 had been 11 filings in FY 85 to 19 in FY 86.

The Board received 19 prohibited practice complaints in FY 90. This compares to 24 cases in FY 89, 17 cases in FY 88 and 22 cases in FY 87. The administration and processing of these complaints involves both the Board and its staff in the details of docketing, arranging hearings before the Board members, processing prehearing conferences, arranging for hearing locations, scheduling posthearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

During the past year, the Maine Labor Relations Board had requests for services in the many areas of responsibility under the various statutes that it administers or under which it has a role. There were no legislative initiatives which seriously impacted the jurisdiction or functions of the Board although a few matters occasioned comment by the Executive Director or staff through appearances at Committee hearings, written submissions or attendance at workshops. The Board approved new rules and procedures for the first time since September, 1985.

PUBLICATIONS:

- The Municipal Public Employees Labor Relations Act
- The State Employees Labor Relations Act
- The University of Maine Labor Relations Act
- The Judicial Employees Labor Relations Act
- The Rules and Procedures of the Maine Labor Relations Board
- Index and Abstracts of MLRB Prohibited Practice and Representation Appeals Decisions, 1973-88

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
MAINE LABOR RELATIONS BOARD						
EXPENDITURES						
Salaries and Wages	265,264	265,264				
Health Benefits	17,605	17,605				
Retirement	32,697	32,697				
Other Fringe Benefits	2,680	2,680				
Computer Services—State	350	350				
Other Contractual Service	46,487	46,487				
Rents	318	318				
Commodities	1,812	1,812				
Equipment	3,137	3,137				
TOTAL EXPENDITURES	370,350	370,350				

PANEL OF MEDIATORS

NANCY CONNOLLY FIBISH, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Telephone: 289-2015

Established: 1976

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 187; Citation: 26 M.R.S.A., Sect. 892

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently eight appointees to the Panel of Mediators.

PROGRAM: The past fiscal year was marked by an increase in mediation requests from the filings in the previous fiscal year. The year was also marked by the third use of the Panel of Mediators under the provisions of the Maine Agricultural Marketing and Bargaining Law. This statute was amended in 1987 to provide a referral to the Panel in disputes between producers and processors of agricultural products.

New mediation requests received during FY 1990 rose to 115, the second highest number in the last 10 years. In addition, there were 29 matters carried over from FY 1989 that required mediation activity in FY 1990. Thus, the number of matters filed, pending, and requiring attention in FY 1990 reached a total of 144, compared to 140 in the previous year.

There have been repeated positive comments from practitioners and users regarding the quality and competence of various State mediators. The competence of the Panel is reflected in the 79% settlement rate achieved by the Panel for matters filed in or carried over to FY 1990. The settlement rate for the past several fiscal years has exceeded 70% of the matters mediated, a rate considerably in excess of the settlement rate for the years 1975-1981.

Much of the mediation picture was dominated by the issue of health insurance benefits in FY90, due in large measure to the recent increases in health insurance premiums. It was this issue that most often derailed or threatened to derail settlements.

FINANCES, FISCAL YEAR 1990: 26 MRSA, Sec. 965, Sub-section 2, §C provides that expenditures of this unit shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

CHARLES A. MORRISON, CHAIRPERSON
SUSAN W. BROWN, EXECUTIVE DIRECTOR

Central Office: 57 Winthrop Street, Hallowell
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333

Telephone: 289-2331

Established: August, 1978

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 04; Umbrella: 12; Unit: 184; Citation: 26 M.R.S.A., Sect. 1452

Average Count—All Positions: 5

Legislative Count: 4

LABOR

PURPOSE: The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs, as well as for economic development activities, through the use of the system. The 112th Legislature, in its first regular session, also called upon the MOICC to facilitate the use of career and occupational information through promotion and support of career education programs and activities in both school and nonschool settings. In its second regular session the 112th Legislature mandated that the MOICC serve as the standard principal source of occupational information for vocational and technical program planning, and as a principal source of information for the career counseling of technical college students.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders signed in 1978 and 1979 further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill establishing the MOICC, and designating its membership. The statutory members consisted of the Commissioners of the Departments of Labor, Education, and Human Services, and the Director of the State Development Office. In accordance with the provisions of legislation passed in the 112th and 113th Legislatures, the membership was expanded to include the Director of the State Planning Office and the Chairs of the State Board of Education, the Technical College Board of Trustees, and the Maine Human Resource Development Council. The 113th Legislature abolished the State Development Office (SDO) and authorized the Department of Economic and Community Development (DECD) to assume its functions. The Commissioner of DECD replaced the Director of the SDO as a statutory member of the MOICC. Although not prescribed in the law, two advisory committees, the Steering Committee and Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's Chairperson. Under both Federal and State law, the intent is not to make the MOICC a data collection or generation agency, but rather to coordinate the development and maintenance of a comprehensive career and occupational system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 90, the Career Information Delivery System (CIDS) served approximately 65,000 individuals at 226 sites throughout the State. The majority of the sites were schools, but other sites included college campuses, JTPA Service Deliverers, Vocational Rehabilitation sites, a youth correctional institution, and Technical Colleges. In addition, other career information products were distributed to elementary and junior high schools throughout the State. The computerized version of CIDS consists of various cross-referenced data files containing information on educational institutions, occupational descriptions and trends, military training opportunities, and financial aid. The information in all the files is national, state, and local in scope.

The computerized Occupational Information System, containing occupational supply, demand and related information, which was developed by the MOICC in 1983 to serve vocational administrators and planners, continued to be used by the Bureau of Vocational Education and the Technical Colleges in planning programs attuned to labor market trends.

As part of its services, the MOICC continued the operation of the Work Education Resource Center. The Center, located at the MOICC office in Hallowell, contains the most extensive collection of career education and information materials in the State. The publications and materials at the Center were made available on a loan basis to approximately 100 schools and agencies throughout the course of the year.

An eighth grade career education curriculum entitled PLANNING TO REALIZE EDUCATION POTENTIAL (P.R.E.P) was continued during FY 90. This program is a joint effort between the Department of Education and MOICC. Its goal is to assist eighth grade students in exploring their career and education options. The materials include curriculum packets, computer software, and print and audio/visual aids. A total of 123 schools participated in the training sessions during the three years of implementation.

In the closing week of fiscal 1990, the MOICC sponsored the twelfth annual Career Education/ Career Information Conference. This event brings together teachers, counselors, and other human resource personnel from all over the State to discuss topical issues relating to career and occupational information.

LABOR

PUBLICATIONS:

The CIDS Secondary Education Guide—No Fee
 The CIDS Peer Facilitation Guide—No Fee
 The Maine Job Box—No Fee
 The MOICC Newsletter—No Fee
 Maine Works—No Fee

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	129,320	92,125			37,195	
Health Benefits	9,404	7,520			1,884	
Retirement	17,955	17,955				
Other Fringe Benefits	1,209	542			667	
Computer Services—Comm.	20	20				
Computer Services—State	7,014	7,014				
Other Contractual Service	218,457	54,386	165,706		-1,635	
Rents	10,119	8,111			2,008	
Commodities	11,510	11,329	21		160	
Grants—Subsidies—Pensions	59,740	53,740	2,000		4,000	
Buildings and Improvement	5,350		5,350			
Equipment	3,778		3,778			
Interest—Debt Retirement	1	1				
Transfers to Other Funds	4,296		2,178		2,118	
TOTAL EXPENDITURES	478,173	252,743	169,033		56,397	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

JAMES H. MCGOWAN, CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 289-6460

Mail Address: Statehouse Sta. #45, Augusta 04333

Established: 1975

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; Umbrella: 12; Unit: 179; Citation: 26 M.R.S.A., Sect. 564

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was created in 1976. It consists of ten members, nine appointed by the Governor and one being the Director of the Bureau of Labor Standards.

The Bureau of Labor Standards is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

LABOR

Compliance officers of the Bureau's Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE UNEMPLOYMENT INSURANCE COMMISSION

GERARD P. CONLEY, CHAIRMAN

Central Office: 175 Lancaster Street, Portland

Telephone: 879-4200

Mail Address: 175 Lancaster Street, Room 220, Portland, Maine 04101

Established: 1936

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: The Maine Unemployment Insurance Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Unemployment Insurance Commission consists of three members; a representative of labor, a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Unemployment Insurance Commission conducted adjudicated hearings in all parts of the State in FY 90. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A., 1051, 5. Also, the Commission has held hearings for tax offsets, under 36 M.R.S.A., Section 5276, A.

In accordance with 26 M.R.S.A., Section 1044.2, the Commission must also consider attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. Further, the Commission, pursuant to 26 M.R.S.A., Section 1251, 1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A., Section 1082, 2 may adopt, amend or rescind rules and regulations which govern Employment Security matters.

Looking toward FY 91, the Commission anticipates an increased demand in its adjudicatory function and the need to promulgate new regulations in several areas.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

LEGISLATURE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta, Floor: 3

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Telephone: Senate 289-1540

House 289-1400

Established: 1820

Reference: Policy Area: 00; Umbrella: 30; Unit: 260; Citation: Maine Constitution, Article IV

Organizational Units:

Senate

(Office of) Revisor of Statutes

House of Representatives

(Office of) Fiscal and Program Review

Legislative Council

(Office of) Policy and Legal Analysis

(Office of) Executive Director of

Law and Legislative Reference Library

The Legislative Council

Maine-Canadian Legislative Advisory Office

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,

Part Third, Section I

ORGANIZATION: The organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by legislative rules. At present, the Senate consists of 35 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule. Current Joint Standing Committees are: Aging, Retirement and Veterans; Agriculture; Appropriations and Financial Affairs; Audit and Program Review; Banking and Insurance; Business Legislation; Education; Energy and Natural Resources; Fisheries and Wildlife; Housing and Economic Development; Human Resources; Judiciary; Labor; Legal Affairs; Marine Resources; State and Local Government; Taxation; Transportation; and Utilities. In addition, one joint select committee—the Joint Select Committee on Corrections—was established by Joint Order.

PROGRAM: The 114th Legislature met in its second regular session on January 3, 1990 and adjourned Sine Die on April 14, 1990.

During this session the Legislature considered 697 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills, plus 99 carryovers.

376 bills and 42 Resolves were chaptered into law and one constitutional resolution was adopted.

PUBLICATIONS:

Legislature, State of Maine: Senate and House Registers.

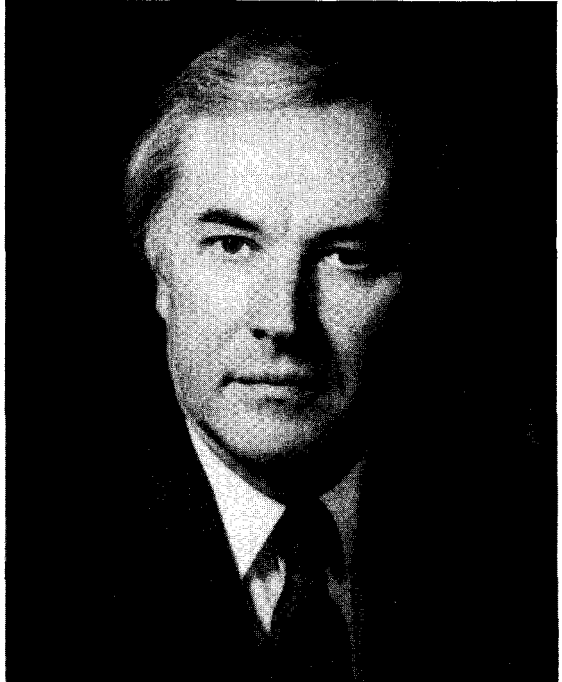
Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATURE

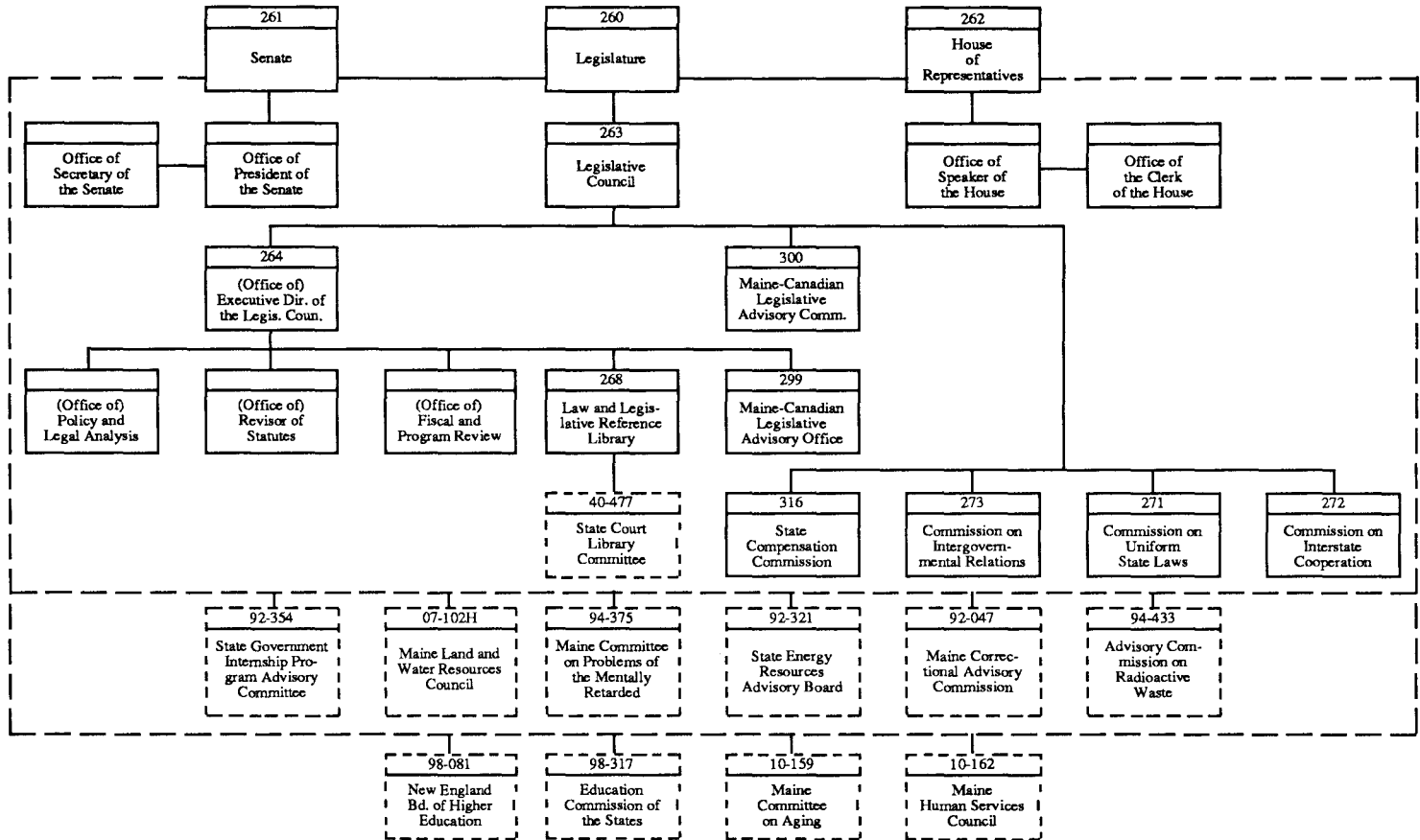


Charles P. Pray
President of the Senate



John Martin
*Speaker of the House
of Representatives*

ORGANIZATIONAL CHART LEGISLATIVE DEPARTMENT



LEGISLATURE

LEGISLATURE

CONSOLIDATED FINANCIAL CHART FOR FY90 LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,415,946	6,415,616	330			
Health Benefits	826,413	826,413				
Retirement	1,222,158	1,222,158				
Other Fringe Benefits	48,223	48,223				
Other Contractual Service	4,284,383	4,282,854	1,529			
Rents	418,892	418,818	74			
Commodities	455,511	455,511				
Grants—Subsidies—Pensions	100,685	100,685				
Buildings and Improvement	550	550				
Equipment	170,686	170,686				
Interest—Debt Retirement	620	620				
Transfers to Other Funds	56		56			
TOTAL EXPENDITURES	13,944,123	13,942,134	1,989			

SENATE

CHARLES P. PRAY, PRESIDENT OF THE SENATE

JOY J. O'BRIEN, Secretary of the Senate

Central Office: Statehouse, Augusta; Floor 3

Telephone: 289-1540

Incoming WATS—SESSION ONLY—1-800-423-6900

Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820

Statutory Authority: Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; Umbrella: 30; Unit: 261; Citation: Maine Const., Art. IV, Part 2 Sec. 1-8

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year, be a resident of the district for at least 3 months prior to the election and continue to reside within the district during his term, and be at least 25 years of age at the time of election.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate which was elected in 1984 comprised 35 members, each representing districts of approximately 32,000 citizens.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders who, by statute (3 M.R.S.A., Section 168), are permitted to hire their own staff assistants.

PROGRAM: The Third Special Session of the 113th Legislature was convened on September 15, 1988 for the purpose of receiving Communications, enact legislation to return excess revenues, appropriate additional funds to address critical and urgent needs within the state's mental health delivery system and to appropriate additional monies to continue present anti-drug activities. The Senate adjourned on September 16, 1988.

The Fourth Confirmation Session was held on November 14, 1988 for the purpose of acting upon various Joint Standing Committee recommendations on 8 gubernatorial appointments. These appointments include: Commissioner of the Department of Conservation, Land for Maine's Future Board, Land Use Regulation Commission, Judge of Maine District Court, Active Retired Judge of Maine District Court, Judge at-large of Maine District Court, Maine Human Rights Commission. The Senate adjourned on the same day.

LEGISLATURE

The Senate convened its First Regular Session of the 114th Legislature on December 7, 1988. During its First Regular Session, the Senate considered 1,781 legislative documents, 54 Joint Orders, 51 Joint Resolutions and several gubernatorial appointments to various boards and commissions. On July 1, 1989, the Senate adjourned *Sine Die*.

PUBLICATIONS:

- Senate Advance Journal and Calendar (Available daily when the Senate is in session, free of charge.)
- Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)
- Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)
- Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine.)
- Maine State House and Maine Senate Chamber (Available free of charge.)
- "How a Bill Becomes a Law" (Available free of charge — printed in conjunction with the League of Women Voters.)
- "This is Your Legislature" (Available free of charge — printed in conjunction with the League of Women Voters.)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE

EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3

Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Statutory Authority: Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2

Incoming WATS: 1-800-423-2900

Telephone: 289-1400

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue and, by Article IV, Part First, Section 8 of the Maine Constitution, the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, be a resident of his election district at the time of his nomination for placement on a primary, general or special election ballot, have been a resident of his election district for 3 months prior to his election and continue to be a resident of that district during his term, and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1983, the Legislature apportioned itself. A challenge to the constitutionality of the apportionment was denied in December, 1983, by the Supreme Judicial Court of Maine.

LEGISLATURE

The House elects a Speaker who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 114th Maine Legislature on Wednesday, December 7, 1988. During the first regular session in 1989, 1,781 Legislative Documents, 17 House-sponsored Joint Orders, and 30 House-sponsored Joint Resolutions were considered. House members submitted 718 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the first regular session on July 1, 1989, after meeting for 92 legislative days.

The first special session was convened on August 21, 1989, for 2 days, adjourning on August 22, 1989.

The second regular session of the 114th Maine Legislature was convened on Wednesday, January 3, 1990. During this session and the special session, 732 legislative documents, 14 House-sponsored Joint Orders, and 18 House-sponsored Joint Resolutions were introduced. House members submitted 422 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the second regular session on Saturday, April 14, 1990, after meeting for 51 legislative days.

The 115th Maine Legislature will be convened on Wednesday, December 5, 1990.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special sessions). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge on pickup at the Clerk's Office, also available by mail subscription through Legislative Document Service.

Weekly Legislative Calendar—(published weekly) Edited by the Clerk of the House. Lists meetings of legislative committees and the subjects these committees are considering when the Legislature is not in regular session. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules, Committee Rosters. Available to the public at a cost of \$1.00 plus tax.

House and Senate Roster and Seating Arrangement—(published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos of all legislators. Available to the public at no charge.

Legislative Record—available in proof form by mail subscription through Legislative Document Service. Bound copies available on loan through State Library.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

REP. JOHN L. MARTIN, CHAIR

SEN. DENNIS L. DUTREMBLE, VICE-CHAIR

SARAH C. TUBBESING, EXECUTIVE DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 3

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; Umbrella: 30; Unit: 263; Citation: 3 M.R.S.A., Sect. 161

Average Count—All Positions: 82

Telephone: 289-1615

Legislative Count: 82

LEGISLATURE

PURPOSE: The Legislative Council is responsible for overall management of the Legislative branch. Its general powers and duties are set out in both statute (3 M.R.S.A §162) and the Joint Rules adopted by the Legislature at the beginning of each biennium. These include: approval of all legislative budgets and provision for financial oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; planning and overseeing projects designed to improve the organization, operation, and physical facilities of the Legislature; allocation of work to Legislative committees when the Legislature is not in session; appointment of the directors of the non-partisan offices, including the Executive Director of the Legislative Council, the State Law Librarian, the Revisor of Statutes, and the Directors of the Offices of Fiscal and Program Review and Policy and Legal Analysis. The Council also has the authority to adjust the salaries of the Constitutional Officers within the salary ranges specified in 3 M.R.S.A §162-B.

ORGANIZATION: The Legislative Council consists of the ten elected members of leadership: the President of the Senate, the Speaker of the House, and the Majority and Minority Floor Leaders and Majority and Minority Assistant Floor Leaders for both the House and Senate. The Council Chair and Vice-Chair are elected by the Legislative Council at the beginning of each legislative biennium and serve for the entire biennium. By tradition, the chairmanship alternates every two years between the House and Senate.

PROGRAM:

Office of the Executive Director of the Legislative Council, Sarah C. Diamond, Executive Director; Richard N. Sawyer, Jr., Administrative Services Director; Telephone: 289-1615. The primary statutory functions of the Executive Director include direction and supervision of the non-partisan legislative staff offices, whose respective organization and activities are described below; responsibility for implementing policy decisions of the Legislative Council; and acting as executive officer of the Legislature when it is not in session.

The Office manages general administrative services for the entire Legislature including personnel and payroll administration, accounting and budgeting, scheduling legislative hearing rooms, and overall management and operation of the legislative computer systems and coordination of computer applications development. In addition, the Office coordinates the work of the Committee Clerks during the Legislative Session.

Law and Legislative Reference Library, Lynn E. Randall, State Law Librarian, Telephone: 289-1600. The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. Additionally, the Library is responsible for distribution of Session laws and Maine Revised Statutes Annotated.

The Library was created by action of the Legislature in 1971, with the transfer of functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years.

Public Services. The Library provides reference, research and circulation services. A two-week sampling reveals that during the legislative session the Library is used by an average of 200 people per day by means of telephone, mail and personal contact.

Special services include computer access to the legislative bill status system; Legisnet, a national computerized legislative database; Statenet, a national bill status system; DIALOG, a multiple database service which provides access to citations for periodicals, government reports, etc.; Vutext, a full-text newspaper database; and WESTLAW, an automated general legal data-base. The Library continues to coordinate training on WESTLAW for the state agency personnel and private attorneys. The Library also acquired MaineCat on CD-ROM disks which provides sophisticated searching of bibliographic records of a number of Maine libraries.

The Library now offers an interlibrary loan service to obtain for users copies or loans of materials not in the Library's collection. Requests are electronically relayed to and received from libraries throughout the country via the OCLC computer system. The new OCLC EPIC data base provides greatly enhanced searching, including subject searching.

The Library's special resources include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of current legislative interest. The Library also compiles legislative histories upon request.

The Library is a U.S. Government Documents Depository and receives over 1,400 federal documents annually.

Technical Services. The Library continues to classify and arrange by subject new materials and materials not previously classified. To facilitate cataloguing the Library subscribes to OCLC, a national computer system which enables libraries all over the country to share catalogue records.

Records for materials received on a continuing basis, such as court reports, codes and journals, have been standardized and expanded to include complete acquisition and holdings information. New acquisitions are entered and traced on an online system designed by Library staff.

Legislative committee files are now sent to the Library at the end of each session. When a proposed piece of legislation is referred to a joint standing committee, a file is created to contain legal notices, various versions of the legislation, committee votes, and any written testimony distributed at the public hearing. The committee files are used extensively by Library staff and users in compiling legislative histories. The State Law Librarian now coordinates records management activities within the Legislature.

Less-used materials, along with distribution copies of the state's legal publications, are shelved in an off-site storage facility.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general Library orientation, legal research and bibliography, and government documents.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops.

Publications From Law and Legislative Reference Library:

Recent Acquisitions of the Law and Legislative Reference Library, distributed to legislators, staff and others twice monthly during the legislative session and irregularly between sessions.

Office of Fiscal and Program Review, John Wakefield, Director, Telephone: 289-1635. Established in 1962 as the Legislative Finance Office, the Office of Fiscal and Program Review collects, researches and analyzes fiscal and program information related to the operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriation and allocation requests.

The Office provides staff support for the Joint Standing Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Taxation; the Joint Standing Committee on Audit and Program Review; the Joint Standing Committee on Transportation in its review of the Highway Fund; and other legislative committees and commissions as requested.

During fiscal year 1990 the Office of Fiscal and Program Review assisted the Joint Standing Committees to which it is assigned in completing studies on financial policy and budget matters. This included a careful review of the financial impact of every piece of proposed legislation on state revenues and expenditures; evaluation of estimates of present and expected expenditures; and overseeing the initial preparation of the appropriations bills submitted for introduction into the First Regular Session. In addition, the office continued the publication of its annual Compendium of State Fiscal Information.

The Office provided research assistance to the Joint Standing Committee on Audit and Program Review during FY 1990 in its evaluation and development of recommendations to the Legislature related to the sunset review of the following agencies: the Department of Finance; the Department of Administration; and a number of other programs. A report documents the Committee's findings and recommendations.

Publications From Office of Fiscal and Program Review:

Compendium of Fiscal Information: Publication #20, December, 1989 (Free; available on request). Reports of the Joint Standing Committee on Audit and Program Review.

Office of Policy and Legal Analysis, Martha E. Freeman, Director, Telephone: 289-1670. The Office was first established in 1973 to provide nonpartisan research, analysis and support service to Joint Standing and Select Committees of the Legislature, to study committees and commissions that operate under the oversight of the Legislative Council, and to individual legislators. The Office drafts bills and provides staff assistance to legislative committees, which includes analyses of legislation, preparation of research documents, facilitation of committee decision-making, and drafting of committee amendments and new drafts.

When the Legislature is not in session, the Office provides staff support for studies that have been approved and funded by the Legislative Council or established by law. The Office works in cooperation with the Office of Revisor of Statutes to draft initial bills for introduction into a legislative session.

Publications From Office of Policy and Legal Analysis:

The Office prepares reports for study committees, boards, and commissions; and Legal Issue

LEGISLATURE

Summaries written by the staff for general reference. Copies of Office publications, including all study reports and a complete index, are available in the Law and Legislative Reference Library. General reference publications by the Office include:

1. Joint Standing Committee Bill Summaries.
2. Legislators Handbook: A Guide to Procedures and Resources for Maine Legislators.
3. Legal Issue Summaries on various topics such as Federal Preemption, Delegation of Legislative Authority, and Statutory Construction.

Office of the Revisor of the Statutes, John David Kennedy, Revisor of Statutes; State House, Station 7, Telephone: 289-1650. The Office of Revisor of Statutes was originally created by Public Law 1929, chapter 367 and later established as the Office of Legislative Research in 1947. The Office reassumed its original name in 1986.

The Office performs four primary functions: legislative drafting and editing, engrossing, publication of statutes, and maintenance of a statutory database. The Office is the point where all legislative instruments, including bills and amendments, are initially filed and then produced in final form for introduction, it serves as clerk of the Committee on Bills in the Second Reading for both the House and Senate; and it is responsible for examining all bills in Second Reading for both the House and Senate, and for engrossing all bills prior to their enactment. In addition, the Office tracks legislation by title and section number to detect potential duplication and conflicts. The Office also publishes all laws enacted during each legislative session as the Laws of Maine and assists the commercial publishers of the Maine Revised Statutes by providing materials for the supplementary pamphlets and pocket parts.

Publications From Office of Revisor of Statutes:

1. Maine Revised Statutes Annotated—Consists of 34 volumes of text resulting from the tenth revision of 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)
2. Laws of Maine. Multi-volume set contains all Session Laws and related documents of each Legislative session. Limited copies are available at no charge from Revisor's Office at time of publication. Subsequent copies are available through the Law and Legislative Reference Library.
3. Chaptered Laws. Individual copies of laws enacted in the current biennium may be obtained from the Engrossing Division at 289-1649.

PUBLICATIONS:

See entries under each individual Legislative staff agency report.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,269,126	6,268,796	330			
Health Benefits	817,489	817,489				
Retirement	1,194,924	1,194,924				
Other Fringe Benefits	47,495	47,495				
Other Contractual Service	4,099,288	4,097,759	1,529			
Rents	418,892	418,818	74			
Commodities	457,319	457,319				
Grants—Subsidies—Pensions	100,685	100,685				
Buildings and Improvement	550	550				
Equipment	170,686	170,686				
Interest—Debt Retirement	620	620				
Transfers to Other Funds	56		56			
TOTAL EXPENDITURES	13,577,130	13,575,141	1,989			

**MAINE-CANADIAN
LEGISLATIVE ADVISORY COMMISSION**
GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4

Telephone: 289-1697

Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A., Sect. 227

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The Commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties. During the 112th Legislative Session, the New England and Eastern Canada Legislative Commission, whose membership is to be drawn from the Maine-Canadian Legislative Advisory Commission, was established to strengthen cooperation among the Legislatures of the region.

ORGANIZATION: Created in February of 1978, the Maine-Canadian Legislative Advisory Commission consists of 8 members, 4 appointed by the Speaker of the House (2 for a term of one year and 2 House members who shall hold office until their legislative terms expire) and 4 appointed by the President of the Senate (2 for a term of one year and 2 Senators who shall hold office until their legislative terms expire). At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the current rate for state employees. Four members shall constitute a quorum. The Commission shall designate one of its members as chairman.

The New England and Eastern Canada Legislative Commission consists of 2 House members and 2 Senators who are appointed to the Maine-Canadian Legislative Advisory Commission.

PROGRAM: The Commission discussed the following issues at its quarterly meetings in FY 90: the phase-in of the Free Trade Agreement, the P.U.C. decision on the CMP/Hydro-Quebec contract, the constitutional debate in Canada, federal legislation banning imports of undersized Canadian lobsters and an Act to establish the Maine Acadian Culture Preservation Commission under the Department of the Interior.

As the designated host for the VIIIth regional meeting of the International Assembly of French-Speaking Parliamentarians, the commission held planning meetings in March and in May with Canadian legislators from Ottawa, New Brunswick, Nova Scotia, Ontario and Quebec.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

**MAINE-CANADIAN LEGISLATIVE
ADVISORY OFFICE
DONAT B. BOISVERT, DIRECTOR**

Central Office: Statehouse, Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Telephone: 289-1697

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A., Sect. 223

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978 c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Atlantic Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, is appointed by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to the Speaker's Office and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary functions of advising the Legislature on Canadian matters and helping legislators resolve constituents' problems, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Atlantic Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees and to legislative staff offices.

During FY 90, the Maine-Canadian Office provided information on the following topics to legislative committees: reaction in Canada to the rejection of the CMP/Hyrdo-Quebec contract; the implementation of the Free Trade Agreement and its impact on food processing; conservation standards in the Canadian lobster fishery; aquaculture legislation in Atlantic Canada; recycling efforts and in particular de-inking facilities for newsprint; and the increase in Canadian shoppers, especially in border areas.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings between legislators with their provincial counterparts to facilitate communication on matters on joint concern.

During FY 90, the director coordinated the Speaker's participation in the XVIIth General Assembly of the International Assembly of French-Speaking Parliamentarians and organized two planning meetings of the North American regional association, which brought together representatives from the Canadian federal government, Maine, New Brunswick, Nova Scotia, Ontario and Quebec.

The director also exchanged information with various federal and provincial agencies, assisted legislators whose constituents needed help on matters involving Canada and drafted speeches and correspondence for legislators attending bilateral events.

Translation Service. (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpreter when the occasion arises.

LEGISLATURE

In addition to preparing speeches and correspondence, the director also translates editorials and selected articles from Quebec publications for legislators and legislative staff. The director also translated documents for various State agencies who paid for the service.

Departmental Interaction. The Maine-Canadian Office also cooperates with departments of State government and the Congressional delegation in their interactions with Canada by identifying the appropriate federal or provincial agencies to be addressed and by providing background information and advice.

During FY 90, the Office received information requests from and provided updates on Canadian issues to the following State agencies: Agriculture, Environmental Protection, Forestry, Historic Preservation, Inland Fisheries and Wildlife, Marine Resources, Planning Office, Public Advocate, Public Utilities Commission and the Waste Management Agency.

Cultural Services. During FY 89, the Office answered several requests from schools and Youth groups planning Canadian studies projects and exchange visits, and provided information on cultural events to interested organizations. The director also served as a guide to the State House Complex for several groups of French-speaking visitors, including a delegation of legislators, university officials and business leaders from the Loire region of France.

The director drafted a joint resolution in recognition of the International Snowshoe Convention held in Lewiston in February of 1990, and assisted with the editing of documents for the Acadian Archives at the University of Maine at Fort Kent.

Information Service. The Maine-Canadian Office acts as a clearing house for information on Maine for Canadian officials and for information on Eastern Canada for Maine officials. The office provided speaker recommendations for a number of trade conferences, names of Canadian suppliers and purchasers for Maine industries, and assisted in projects involving the pairing of communities in Western Maine with those in the Beauce region of Quebec.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	51,677	51,677				
Health Benefits	3,660	3,660				
Retirement	10,072	10,072				
Other Fringe Benefits	403	403				
Other Contractual Service	8,131	8,131				
Commodities	296	296				
TOTAL EXPENDITURES	74,239	74,239				

STATE CAPITOL COMMISSION

EARLE J. SHETTLEWORTH, CHAIR
DAVID S. SILSBY, DIRECTOR

Central Office:

Telephone: 289-1581

Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: April 28, 1988

Reference: Policy Area: 00; Umbrella: 30; Unit: 265; Citation: 3 MRSA, Sec. 901

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission shall approve any architectural, aesthetic and decorative alterations to the State Capitol Building and shall develop plans to preserve and develop the aesthetic and historical integrity of the State Capitol Building and adjacent grounds.

ORGANIZATION: The State Capitol Commission comprises 10 voting members and 5 ex officio members as follows:

LEGISLATURE

Voting members include the Director of the Maine Historic Preservation Commission; six members of the public (4 of whom shall be appointed jointly by the Speaker of the House and the President of the Senate, and 2 by the Governor); the Governor; Speaker of the House; President of the Senate or their representatives; and the Director of the State Capitol Commission.

Ex officio members: The Director of the Maine State Museum; the Director of the Maine Arts Commission; the Director of the Bureau of Public Improvements; the Chairman of the Capitol Planning Commission; and the Executive Director of the Legislative Council.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HOUSE AND CAPITOL PARK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	95,143	95,143				
Health Benefits	5,264	5,264				
Retirement	17,162	17,162				
Other Fringe Benefits	325	325				
Other Contractual Service	40,840	40,840				
Commodities	-2,104	-2,104				
TOTAL EXPENDITURES	156,630	156,630				

STATE COMPENSATION COMMISSION

STEPHEN R. CROCKETT, CHAIRMAN

Central Office: Statehouse, Augusta

Telephone: 289-1615

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; Umbrella: 30; Unit: 316; Citation: 3 M.R.S.A., Sect. 2A

ORGANIZATION: The Maine State Compensation Commission was established by the 110th Legislature. Appointed every two years for a term to coincide with the legislative biennium, the Commission is responsible for making recommendations regarding the compensation of the Governor, justices and judges, constitutional officers, legislators, representatives of the Penobscot and Passamaquoddy Indian Nations, the Clerk and Assistant Clerk of the House, and the Secretary and Assistant Secretary of the Senate. The 1989-90 Compensation Commission, serving coterminous with the 114th Legislature, is the fifth Commission to have been appointed since the law took effect in 1981.

PROGRAM: In initiating its biennial review of compensation, this Commission considered the work of preceding Commissions and the subsequent action by the Legislature on those recommendations. The work of preceding Commissions has culminated in enactment by the Legislature of significant changes in compensation policy and practices for some public officials. Most notably, a new compensation and retirement plan for justices and judges was adopted by the Legislature in 1984. In addition, the Constitutional Officers are now assigned to salary ranges with provisions for annual salary review following their initial appointment. Other recent changes in compensation policy include salary increases for the Governor (effective in January 1987), legislators, Clerk and Assistant Clerk of the House of Representatives, Secretary and Assistant Secretary of the Senate, Indian Representatives, and the chairs and members of the Public Utilities Commission and Workers' Compensation Commission.

The 113th Commission submitted a November 15, 1988, final report to the First Regular Session of the 114th Legislature as required by Title 3, Section 2-A of the Revised Statutes. The report described the Commission's progress in completing its biennial review of compensation policy and included specific recommendations concerning the salaries of justices and judges, per diem of active retired justices and judges, salary and compensation increases for legislators, and salary range assignments for the constitutional officers.

LEGISLATURE

The 114th Commission, appointed in early 1989, submitted a May 15, 1989, interim report to the First Regular Session of the 114th Legislature. The report augmented the 113th Commission's final report and included the following recommendations: increasing the Governor's expense account; additional salary and compensation increases for legislators; per diem increases for Indian Representatives; and salary range increases for the Constitutional Officers.

The 114th Commission submitted its second interim report on January 15, 1990, as required by Title 3, section 2-A of the Revised Statutes. The report provided an update on the commission's activities and included recommendations to: increase the salary of the next newly-elected Governor, implement a new three-year salary increase schedule for Maine's justices and judges, increase salary range assignments for the State Auditor, Secretary of State and Treasurer of State, and increase the salary of "senior commissioners" on the Public Utilities Commission and the Workers' Compensation Commission. The legislation implementing these recommendations received a unanimous "Ought Not to Pass" report from the Joint Standing Committee on Appropriations and Financial Affairs, a report subsequently accepted by the House of Representatives and the Maine Senate.

The 114th Commission will submit its Final Report by November 15, 1990, as required by Title 3, Section 2-A of the Revised Statutes."

PUBLICATIONS:

Copies of all reports submitted by the Compensation Commission are available from the Law and Legislative Reference Library, Room 202, State House, Augusta, Maine 04333. Telephone: 289-1600.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD V. CARTER, CHAIRMAN

Central Office: Statehouse, Augusta; Floor 2

Telephone: 289-1615

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1939

Reference: Policy Area: 00; Umbrella: 30; Unit: 272; Citation: 3 M.R.S.A., Sect. 201

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of the State of Maine as a member of the Council of State Governments. To carry out this participation, the Commission is authorized to undertake activities designed to enable Maine to do its part in forming a more perfect union among the various governments in the United States.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on State programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.

LEGISLATURE

2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarret and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	121,773	121,773				
TOTAL EXPENDITURES	121,773	121,773				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 Portland Pier, Portland

Telephone: 772-6565

Mail Address: 12 Portland Pier, P.O. Box 568, Portland, Maine 04112

Established: August 20, 1955

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 30; Unit: 271; Citation: 3 M.R.S.A., Sect. 241

PURPOSE: The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of the serious study and research of judges, lawyers and legal scholars gathered from throughout the entire country as members of the National Conference of Commissioners on Uniform State Laws to determine what uniformity in the law will best serve the several States.

PROGRAM: The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Some of the uniform or model legislation developed and adopted by the Conference during the past year include: Anatomical Gifts Act; Custodial Trust Act; Rules of Criminal Procedure; Franchise and Business Opportunity Act; and Construction Lien Act.

The Commission, like its counterparts in other states, works through appropriate legislative committees and committees of the Maine Bar Association to review these pieces of legislation and determine if it is in the best interests of the State of Maine to adopt legislation which is uniform with other states in these areas.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	14,351	14,351				
TOTAL EXPENDITURES	14,351	14,351				

LEGISLATURE

**(OFFICE OF) EXECUTIVE DIRECTOR OF
THE LEGISLATIVE COUNCIL**

SARAH C. TUBBESING, EXECUTIVE DIRECTOR

RICHARD N. SAWYER, JR., ADMINISTRATIVE SERVICES DIRECTOR

Central Office: State House, Room 340, Augusta

Telephone: 289-1615

Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264

See submission for Legislative Council.

LICENSURE

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS

JERRY MANSFIELD, CHAIRMAN
FRANCIS DRAKE, Secretary

Central Office: 157 Capitol St., Augusta

Telephone: 289-5680

Mail Address: Statehouse Sta. #10, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Licenses are issued for 6 classes of water operator. Renewal licenses are issued for previously licensed operators. Records are maintained for annual fees, application for and discontinuance of licenses, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 6 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; one person who shall be an educator whose field of interest is related to water supply; and one member of the general public. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for licensure. Each public water utility in the state by statute must have a licensed operator. Four examinations are held each year. Five hundred and seventeen (517) operators are presently licensed.

Four examinations have been administered by the Board. Exams were administered in both Caribou and Augusta. A total of one hundred and ninety-seven (197) applicants sat for examination and of the applicants 127 were licensed. The Board has changed the examinations for all classes of operators to a computerized exam.

LICENSES, PERMITS, ETC.

Water Certification

1. Class I or II Water System:
Operator Class I (or Class II) of a Water Supply System
2. Class III or IV Water System:
 - A. Operator Class III (or Class IV) of a Water Treatment Plant; or
 - B. Operator Class III (or Class IV) of a Water Distribution System; or
 - C. Operator Class III (or Class IV) of a Water Supply System

PUBLICATIONS:

Rules Relating to the Licensure of Operators of Water Treatment Plants and Distribution Systems. Publication is free.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADVISORY BOARD FOR LICENSURE OF WATER TREATMENT PLANT OPERATORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	448		448			
Rents	169		169			
Transfers to Other Funds	166		166			
TOTAL EXPENDITURES	783		783			

JOINT COMMITTEE OF LICENSURE-CERTIFICATION FOR SCHOOL PSYCHOLOGICAL SERVICE PROVIDERS

BRIAN RINES, Ph.D, CHAIRPERSON

Central Office:

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: July 1, 1985

Reference: Policy Area: 01; Umbrella: 90; Unit: 487; Citation: 32 M.R.S.A., Sect. 3840

Telephone: 289-5800

PURPOSE: The purpose of the Joint Committee of Licensure-Certification for School Psychological Services is to develop coordinated standards for school psychologists and school psychological examiners based on the licensing requirements of the Board of Examiners of Psychologists and certification standards established by the State Board of Education.

ORGANIZATION: The joint committee consists of six members. Three (3) members appointed by the State Board of Examiners of Psychologists from the present membership and three (3) members appointed by the State Board of Education from the present membership. Chair and Vice-Chair are elected annually in September on rotating basis.

PROGRAM: The committee was established in July, 1985. Its activities during its initial year have been to establish a coordinated joint licensure-certification procedure for school psychological examiners and school psychologists. Public hearings were held in October, 1985. Revised legislative language suggestions were submitted to and approved by the Legislature in 1986. Changes were made and approved by the Legislature regarding licensing standards of the Psychologists Board of Examiners. Certification rules were developed and brought through the APA procedure and adopted by the State Board of Education in August 1986 to become effective in September 1987. The committee presented a final report to the Legislature in March of 1987.

The Committee has continued to monitor the certification/licensure process to ensure that timely and effective psychological services are provided to Maine's school children.

FINANCES, FISCAL YEAR 1990: 32 M.R.S.A., Sec. 3840, provides that expenditures of this unit shall be borne by the Department of Educational and Cultural Services and the State Board of Examiners of Psychologists and are, therefore, included in its financial display.

LOCAL GOVERNMENT RECORDS BOARD

JAMES S. HENDERSON, CHAIRMAN

Central Office: LMA Building, Augusta, Maine

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: September 30, 1989

Sunset Review: Not Established

Reference: Policy Area: 00; Umbrella: 90; Unit: 517; Citation: 30A M.R.S.A., Sect. 1704

PURPOSE: The Local Government Records Board was created as a policy-making body to the Legislature to provide standards, procedures and regulations for the effective management of local government records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the local level. Program services are provided to local government agencies by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Local Government Records Board was created in 1989 to establish standards, procedures and regulations for the effective management of local government records. The Board consists of seven members, including the State Archivist as Chairman ex-officio and the State Registrar of Vital Statistics, and five local government officials appointed by the Governor for terms of three years. Two of the appointed members must be municipal officials recommended by a statewide municipal association (one of these officials must represent a municipality of not more than 3,500 persons), two must be county officials, and one must be a school district or school department official. Members serve without compensation.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various local government agencies. In cooperation with the Local Government Records Board, the Maine State Archives provides technical assistance to local government agencies in such areas as microfilming standards, conservation concerns, and records management problems. During Fiscal Year 1990 the Maine Department of Transportation and the Local Government Records Board cosponsored an informational workshop on optical disk technology, which was presented to Maine's Registers of Deeds.

During Fiscal Year 1990 the Board proposed administrative rules establishing standards for the retention and disposition of records by local government agencies. These rules will combine, update, and expand the disposition schedules established by the Municipal Records Board and the County Records Board (which the LGRB has replaced). Relief of serious storage problems should result, as local government agencies will be able to dispose of records that are of no further value—either by confidential destruction, or by transfer to other authorized institutions.

LICENSES, PERMITS, ETC:

The Local Government Records Board is responsible for authorizing the destruction of local government records having no permanent value (30-A M.R.S.A., Section 1703). Procedures for the disposition of such records are prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Local Government Records Board is evidenced by the issuance of an executed *Request for Disposition of Local Government Records*.

FINANCES, FISCAL YEAR 1990: 30-A M.R.S.A. Sections 1705 and 1706 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

LOBSTER ADVISORY COUNCIL

W. WILLIAM ANDERSON, CHAIRMAN

WILLIAM J. BRENNAN, Commissioner, Marine Resources

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-6550

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333-0021

Established: 1979

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 92; Unit: 340; Citation: 12 M.R.S.A., Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed \$2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the commissioner.

PROGRAM: The Lobster Advisory Council met three times during FY 1990. Funding for the Cutler and Stonington lobster hatcheries was discontinued due to the financial status of the Lobster Fund. A one time \$2,000 expenditure from the Lobster Fund was authorized to partially fund an economic study of the lobster industry to be carried out for the New England Fishery Management Council.

FINANCES, FISCAL YEAR 1990: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to \$853.63 in FY 90, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

MAINE COMMISSION ON MENTAL HEALTH

MERRILL R. BRADFORD, ESQ, CHAIRMAN

REID S. SCHER, Executive Director

Central Office: 103 Water Street, Hallowell

Telephone: 626-3018

Mail Address: Statehouse Sta. #153, Augusta, Maine 04333

Established: September 23, 1988

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 92; Unit: 332; Citation: 34-B M.R.S.A., Sec. 3901

Average Count—All Positions: 2

Legislative Count: 2

PURPOSE: The Maine Commission on Mental Health advises and is available for consultation to the Governor, the Legislature and the Department of Mental Health and Mental Retardation on issues relative to improving care, treatment and programs for persons with mental illness in the State. The Commission will monitor and evaluate the efficacy and timely implementation of institutional reform programs as well as participating in the development of standards of care. By February 1, 1990 and each year thereafter, the Commission will present a report to the Legislature and the Commissioner of Mental Health and Mental Retardation assessing the State's implementation of and compliance with the community and institutional standards and evaluating the state mental health institutes. The Commission will also participate in the development of the State mental health plan.

ORGANIZATION: The Commission is an independent body of 23 members, 12 appointed by the Governor and 11 by the Speaker of the House and President of the Senate. Legislation passed in 1989 mandated the appointment of two primary consumers of mental health services, 1 by the Governor and 1 joint Legislative appointment. As established in that legislation, the chair is elected by the membership of the Commission. The Commission is currently comprised of consumers of mental health services and providers of direct and indirect mental health services, both public and private. The Commission is authorized to employ an executive director and a clerk typist. The executive director is responsible to the Commission and supervises the Commission staff.

PROGRAM: The Maine Commission on Mental Health held twelve monthly meetings during the most recent fiscal year. The Commission continued to focus upon problems and needs in the state's mental health system and was addressed relative to these issues by a range of presenters, including representatives of the executive and legislative branches, primary and secondary consumers, providers and advocates. The Commission played an active role in mental health legislation, offering testimony and participating in work sessions involving several proposed changes in mental health policy and funding. In November, 1989, the Commission traveled to Concord, New Hampshire, to assess progress made in that state in addressing problems similar to those currently facing Maine and developed recommendations based upon strengths of that system.

The Commission issued its first annual report in February, 1990. This contained assessments of the mental health institutes' and community services' compliance with existing standards of care, quality of care and continuing problems at the Augusta and Bangor Mental Health Institutes and progress in developing comprehensive standards of care for the mental health system. Standards development is a continuing process being collaboratively led by the Commission and the Department of Mental Health and Mental Retardation, involving over 75 representatives of providers, consumers, families and other interested parties. A completed draft is expected to be ready for an implementation study in 1991. The Commission will also be working with several consumers of mental health services to develop a program of consumer advocates, in accordance with its legislative mandate.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MENTAL HEALTH

MAINE COMMISSION ON MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	49,716	49,716				
Health Benefits	4,829	4,829				
Retirement	11,239	11,239				
Other Fringe Benefits	405	405				
Computer Services—State	23	23				
Other Contractual Service	17,932	17,932				
Rents	7,326	7,326				
Commodities	2,071	2,071				
Equipment	6,575	6,575				
TOTAL EXPENDITURES	100,116	100,116				

MAINE HEALTH POLICY ADVISORY COUNCIL

KALA E. LADENHEIM, EXECUTIVE DIRECTOR

Central Office: 397 Water Street, Gardiner

Telephone: 582-8940

Mail Address: Statehouse Sta. #141, Augusta, Maine 04333

Established: September 27, 1987

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 92; Unit: 494; Citation: 5 M.R.S.A., Sec. 19101

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Maine Health Policy Advisory Council advises and is available for consultation to the Governor, Commissioner of Human Services, Commissioner of Mental Health and Mental Retardation, other executive branch agencies, the Legislature and the Maine congressional delegation on health policy issues related to health status, health promotion and health care delivery. Each year, by December 15, the Council issues a report that includes a forecast of major health care issues that are expected to face the State in the next five years, an agenda of major health policy issues for the coming year, and its findings on issues it had raised in the previous year and on public and private health care delivery and financing goals and objectives. The Council is also authorized to conduct or commission studies and reports on health policy matters.

ORGANIZATION: The Council is an independent advisory body of 17 members, 13 appointed by the Governor, 2 by the Speaker of the House of Representatives, and 2 by the President of the Senate, a majority of whom are non-providers of health care services. The Council elects its officers, a chair, a vice chair and a secretary. The Council employs an executive director, a health planner and a clerk typist. The executive director is responsible to the Council and supervises the other members of the Council staff.

PROGRAM:

Current Agenda. The Council has chosen the following goals for 1990: 1) To advocate for statewide health planning including a broad-based participatory structure; 2) To develop a vision of the health care system in Maine, including access to necessary basic services; and 3) To create a forum for public discourse on ethical issues in health. In each area, the Council is studying issues related to integration of mental and physical health, the impact of chronic conditions, and risk reduction/prevention. Council meetings are held monthly, with at least three meetings outside Augusta each year. The monthly meetings are open to the public and often include expert panels presenting health policy topics.

Ongoing Activities and Services. In addition to the annual report, which provides an overview of health issues and activities in the state and is widely distributed and used, the Council works closely with the Legislature, Executive branch agencies, and consumer and provider groups in a variety of ways. The Council office is available as a resource for any group or individual with health policy concerns. These services include a small library of health policy materials, a directory of groups with health policy interests and staff assistance in identifying groups working on specific issues, listings of proposed health legislation, and assistance in formulating and carrying out health policy research on issues identified by the Council. Council members and staff are available to immediately assist groups and individuals with technical questions that do not require deliberation by the entire Council. Members and staff make presentations and assist with workshops on health policy, on request, and the Council actively participates as a member of a number of other advisory bodies and work groups.

Policy Research and Recommendations. The Council carries out policy research on topics of concerns and disseminates its findings. This research includes literature reviews, policy briefs and surveys. The Council has prepared concept papers on several major health policy issues before the Legislature—health planning, health personnel demand and supply, and health services regulation. These serve as policy briefs, providing background and perspective on complex issues with conflicting interests, and are distributed to and used by Legislators and other groups interested in these issues. The Council is engaged in developing a "State Health Budget," showing sources of funds and expenditures related to health by all departments of state government.

The Council continues to monitor and report on efforts to improve health professional supply and demand and is involved in ongoing studies of public health in Maine. A major effort to develop and encourage statewide health planning processes is under way. This effort includes conferences, work groups, and survey and interviews of planners, and will lead to recommendations for the Legislature, the Executive Branch, and other private and public bodies designed to enable statewide health planning. The

HEALTH POLICY

Council is involved in designing an assessment of the impact of recent tort reform legislation on health care utilization. The Council is studying Maine's health care delivery system in light of rising chronic care needs.

Policy Discussions and Conferences. The Council works both formally and informally to facilitate communication and liaison between various groups. The Council convenes meetings on health policy issues, ranging from major statewide conferences (3 in 1989: Public Health, Planning, and Health Personnel) to local community forums, to small study seminars on topics of interest to the Council (topics to date have included mandated benefits, preferred provider organizations, the proposed Maine Educational Loan Authority, and CNA supervision). The Council has convened a series of small focus groups to refine proposals related to health planning.

A conference on the Institute of Medicine Report was held in April, 1989, in conjunction with the Maine Public Health Association and the Department of Human Services. The Council has issued the proceedings of the conference. The Council has worked with the Maine Development Foundation and community groups to convene local forums to identify community health priorities, and plans to continue to hold such meetings around the state. The Council worked with the Maine Consortium for Health Professions Education on a major state-wide conference on the transformation of health care and its impact on health professionals, held last November, and on a panel on chronic care and professional education, held in June 1990.

The Council will convene a statewide series of simultaneous public forums linked by Interactive Television. The focus of these meetings will be a definition of basic level of care, exploring policy, system and ethical issues surrounding access.

The Council's health policy issue discussions at monthly meetings have covered access to care, cost and financing of health care services, supply and demand of health care professionals, AIDS, the future of public health services and programs, chronic care, mental health system issues, health care planning, and organization of health care financing and delivery systems. The Council has also convened expert panels to address the monthly meetings, notably on planning, health personnel supply and demand, and chronic care.

PUBLICATIONS: Single copies of publications available free.

Maine Health Policy Advisory Council, *Second Annual Report*, December 15, 1988 (HPAC Library)

Maine Health Policy Advisory Council, *Third Annual Report*, December 15, 1989 (Single-free)

Proceedings: *Public Health on the Firing Line: A conference on the Institute of Medicine Report on the Future of Public Health and Its Implications for the State of Maine*; April 24, 1989, (30 pp) (\$1.50)
Legislative update, end of 114th Legislature, second session, April 24, 1990 (free)

Panel Reports: (Limited numbers available, free)

Chronic Care, January 24, 1990

Health Personnel, February 22, 1989

Health Planning, January 25, 1989

Thomas, Bruce; *Long Term Care Insurance—Policy Implications*; presentation to the Commission to study the level of services to the elderly (in process)

Health Planning Project Interim Report and Worksheet, March 28, 1990 (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HEALTH POLICY ADVISORY COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	77,284	77,284				
Health Benefits	6,346	6,346				
Retirement	16,775	16,775				
Other Fringe Benefits	1,378	1,378				
Computer Services—State	38	38				
Other Contractual Service	24,791	24,791				
Rents	5,682	5,682				
Commodities	1,342	1,342				
Grants—Subsidies—Pensions	508	508				
TOTAL EXPENDITURES	134,144	134,144				

COURT FACILITIES

MAINE COURT FACILITIES AUTHORITY

ROBERT O. LENNA, EXECUTIVE DIRECTOR

Central Office: 286 Water Street, Augusta
Mail Address: Box 2268, Augusta, Maine 04338

Telephone: 622-9386

Established: September 29, 1987

Sunset Review: Not Established

Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 405; *Citation:* 4 M.R.S.A., Sect. 1602

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Court Facilities Authority was established to assist Maine courts in financing the construction and equipping of their facilities by providing access to the tax exempt bond market.

ORGANIZATION: The Authority consists of five members, one of which is the Treasurer of the State of Maine (ex-officio). The Executive Director of the Maine Municipal Bond Bank shall serve as the Executive Director of the Court Authority.

PROGRAM: In October of 1989, the Maine Court Facilities Authority issued a Bond Anticipation Note in the amount of \$1,000,000 for the purpose of financing a portion of the costs of five court facilities within the State of Maine.

FINANCES, FISCAL YEAR 1990: This unit did not receive or expend funds in FY 90.

MAINE HEALTH CARE FINANCE COMMISSION

ROSALYNE S. BERNSTEIN, CHAIRMAN
ROBERT K. CLARKE, Executive Director

Central Office: 9 Green Street, Gardiner

Telephone: 289-3006

Mail Address: Statehouse Sta. #102, Augusta, Maine 04333

Established: September 23, 1983

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 460; *Citation:* 22 M.R.S.A., Sec. 383

Average Count—All Positions: 35

Legislative Count: 5

PURPOSE: The Commission was created to design and administer the hospital payment system established by the 111th Maine Legislature. The purposes of this system are to (1) limit future increases in the cost of hospital care in Maine; (2) promote greater equity among those who must pay hospitals; and, (3) assure that the essential financial requirements of all Maine hospitals are met.

ORGANIZATION: The Commission is composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Human Resources and confirmation by the Legislature. In addition to Ms. Bernstein, the members of the Commission are: David Wihry of Orono; Diantha Carrigan of Medomak; Eleanor Goldblatt of Auburn, and Harvey Picker of Camden.

The Commission is empowered to appoint an Executive Director and General Counsel, as well as to employ such other staff as it deems necessary. The Executive Director is authorized to appoint a Deputy Director and carry out all administrative and technical responsibilities delegated to him by the Commission.

The staff is divided into three components. The Division of Policy Development and Evaluation's staff is responsible for the formulation and refinement of the conceptual and technical underpinnings of the payment system. The Division of Financial Operation's staff is responsible for the computation of the revenue limit assigned to each hospital, the processing of all applications for interim adjustments and the preparation of all proposed compliance and settlement orders. The Division of Research and Data Management's staff is responsible for the development and administration of the financial and clinical data systems that the Commission is required to establish.

The Commission and its staff regularly consult with the members of four advisory bodies. Three of these bodies are established by statute. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of a commercial insurer, and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two allopathic physicians, two osteopathic physicians, two registered nurses and a hospital employee, other than a nurse or physician, who is directly engaged in the delivery of patient care. The fourth advisory body, the Consumer Advisory Panel, was established by the Commission and is composed of seven members who are broadly representative of consumer interests and concerns.

PROGRAM: The hospital payment system administered by the Commission has been in effect since October 1, 1984. In its Annual Report for 1989, the Commission indicated that the cost of hospital care is increasing at a rate of approximately 10% per year in Maine. Because the Federal government has severely restricted the amounts hospitals are paid for services provided to Medicare and Medicaid beneficiaries, Maine hospitals will be increasing their charges to privately insured patients by more than 15%. This cost shifting not only increases the price of private health insurance but also can place those hospitals that serve many Medicare and Medicaid beneficiaries at a competitive disadvantage.

In addition to determining the total amount that each hospital may charge for its acute patient care services, the Commission establishes annually a limit on the total cost of hospital projects that the Department of Human Services may approve under the Certificate of Need program. This year the Department may approve projects that will add as much as \$6 million to the annual cost of hospital care. An additional \$1.4 million has been made available to hospitals for the support of projects that do not require the Department's advance approval.

The Commission has engaged in an intensive effort to revise its rules in order to reflect the substantial changes to the hospital payment system that were approved during the First Regular Session

HEALTH CARE FINANCE

of the 114th Legislature. These changes will become effective on October 1, 1990. The Commission continues to participate in the work of the Interim Study Commission as it carries out its review of certain aspects of the hospital payment system and the Certificates of Need program, as well as its assessment of the market forces affecting the health care system.

LICENSES, PERMITS, ETC.:

The Commission does not have the authority to issue licenses or permits. It regulates the charges hospitals are permitted to make for the services they provide to patients and defines the obligations of the Department of Human Services, Blue Cross and Blue Shield, and other payors and purchasers.

PUBLICATIONS:

The rules promulgated by the Commission are available upon request. A fee will be charged to defray the cost of copying and postage.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HEALTH CARE FINANCE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	839,231	147,453	691,778			
Health Benefits	64,805	10,004	54,801			
Retirement	172,240	32,914	139,326			
Other Fringe Benefits	5,833	636	5,197			
Computer Services—Comm.	19,153		19,153			
Computer Services—State	7,809		7,809			
Other Contractual Service	112,275		112,275			
Rents	70,585		70,585			
Commodities	14,493		14,493			
Grants—Subsidies—Pensions	19,576		19,576			
Equipment	25,168		25,168			
Interest—Debt Retirement	171		171			
Transfers to Other Funds	4,527		4,527			
TOTAL EXPENDITURES	1,355,866	191,007	1,164,859			

MAINE HIGH RISK INSURANCE ORGANIZATION

KENNETH A. HEWS, Chairman of Board of Directors

Mail Address: P.O. Box 31726, Omaha, NE 68131

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 495; *Citation:* 24A M.R.S.A., Sect. 6052

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of this organization is to provide health insurance to Maine residents who are unable to obtain insurance due to health problems.

ORGANIZATION: A seven-member Board of Directors is appointed by the Governor. The Board contracts with an insurer to administer the program.

PROGRAM: Enrollment began in September, 1988, and approximately 300 people were insured at the end of FY 90; approximately 18% were receiving a partial premium subsidy.

PUBLICATIONS:

A brochure describing the program and containing an application and rate table is available at no charge.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

For the year ended June 30, 1989

Premium Income	\$ 60,234
Expenses:	
Claims incurred	179,888
Loss adjustment expense	8,944
General and administrative expenses	67,918
	<hr/>
Underwriting loss	(196,516)
Investment income	6,053
	<hr/>
Net loss	(190,463)
Membership assessments	1,326,934
State subsidy premiums	1,982
	<hr/>
Fund balance, end of year	<u>\$1,138,453</u>

MAINE LOW-LEVEL RADIOACTIVE WASTE AUTHORITY

PETER DeANGELIS, CHAIRMAN

JOHN WILLIAMS, EXECUTIVE DIRECTOR

Central Office: 99 Western Ave., Suite 6, Augusta

Telephone: 626-3249; 1-800-422-4911

Mail Address: 99 Western Avenue, P.O. Box 5139, Augusta, Maine 04332

Established: 1987

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 05; *Umbrella:* 99; *Unit:* 496; *Citation:* 38 MRSA, Sect. 1501

Average Count—All Positions: 9

Legislative Count: 0

PURPOSE: In creating the Maine Low-Level Radioactive Waste Authority, the Legislature has expressed its intent to develop, "*if necessary*", a site for the location of a low-level radioactive waste disposal facility within the State. The State is continuing to try to negotiate a compact or agreement for low-level waste disposal out of state. The Authority has the responsibility, "*if necessary*", to coordinate and oversee the planning, siting, construction, operation, maintenance, closure, post-closure observation and maintenance, and long-term institutional control of a facility or facilities with sufficient capacity to dispose of only the low-level radioactive waste generated within Maine and for which Maine is responsible and to provide for termination of the license for the facility or facilities.

ORGANIZATION: The first regular session of the 113th Legislature created the Maine Low-Level Radioactive Waste Authority; it came into existence in September, 1987. The Maine Low-Level Radioactive Waste Authority is a body corporate and politic and is an instrumentality of the State. The Authority is established to become a self-supporting agency that receives its operating funds from assessment of generators of low-level radioactive waste within the state.

The Maine Low-Level Radioactive Waste Authority shall consist of seven members, including the State Geologist, ex officio, and six public members appointed by the Governor subject to review by the joint standing committee of the Legislature having jurisdiction over energy and natural resources and confirmation by the Legislature. The Governor shall select a chairman from among the six public members. Among the members there shall be at least one person knowledgeable in the field of construction engineering; one person knowledgeable in the environmental field; one person knowledgeable in the field of public administration; and one person knowledgeable in the field of business. The appointments shall reflect some geographical diversity. There also would be two additional members appointed to the Authority within 30 days after selection of a disposal site. These two members shall be appointed by the Governor from among a list of candidates nominated by the municipal officers of the municipality or municipalities in which the site is located or, in the case of selection of a site in the unorganized territories, the county commissioners of the county or counties in which the site is located. Those 2 members are also subject to review by the joint standing committee of the Legislature having jurisdiction over energy and natural resources and confirmation by the Legislature. The two members representing the area selected for a disposal site shall be residents of the area in which the site is to be located. No member, except the State Geologist, may be a state employee while serving as a member of the authority.

The appointed members shall each serve four-year terms except for the terms of the initial six appointments. Persons appointed to fill vacancies shall be appointed in the same manner as the person whom they are replacing to complete the unexpired term of the former member. No member may serve more than two consecutive full terms.

For purposes of the Maine Sunset Act, the authority shall be considered an independent agency with its first justification report due no later than October 31, 1996.

PROGRAM: During the past fiscal year, the Authority held a minimum of one regular meeting per month: 1) Produced a statewide exclusion map; 2) Developed siting rules, and site screening centers; 3) Produced studies of facility design, waste flows, and available on-site storage capabilities; 4) The Authority continues to inform the public and has hired a full-time Information and Education Coordinator; 5) The Executive Director represents the Authority on a national level at meetings of state's and compacts involved in the siting and construction of low-level radioactive waste facilities; and 6) has established a statewide Citizens Advisory Group to encourage the broadest possible public input into the siting process.

RADIOACTIVE WASTE

PUBLICATIONS:

The Maine Low-Level Radioactive Waste Authority has published a revised siting plan for Maine and distributed copies to everyone concerned. Copies are still available at the Authority office on a request basis. The Authority has published a brochure and informational packet about its mission and activities. This has been distributed to all Maine libraries, institutions and individuals concerned over the issue of low-level radioactive waste. The Authority has copies of the statewide exclusion map and reports on site screening factors available on request.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The Authority however must have an independent audit performed by a CPA and report to the Treasurer of the State each year. This annual report is also submitted to the Governor, Legislature and Advisory Commission as required by State statute. The Authority did submit a 1989 fiscal year report and another will be done for 1990.

MARINE RESOURCES

DEPARTMENT OF MARINE RESOURCES

WILLIAM J. BRENNAN, COMMISSIONER

E. PENN ESTABROOK, Deputy Commissioner

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-6550

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188; Citation: 12 M.R.S.A., Sect. 6021

Average Count—All Positions: 205.5

Legislative Count: 141.5

Organizational Units:

Bureau of Administration

Bureau of Marine Sciences

Bureau of Marine Development

Bureau of Marine Patrol

PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

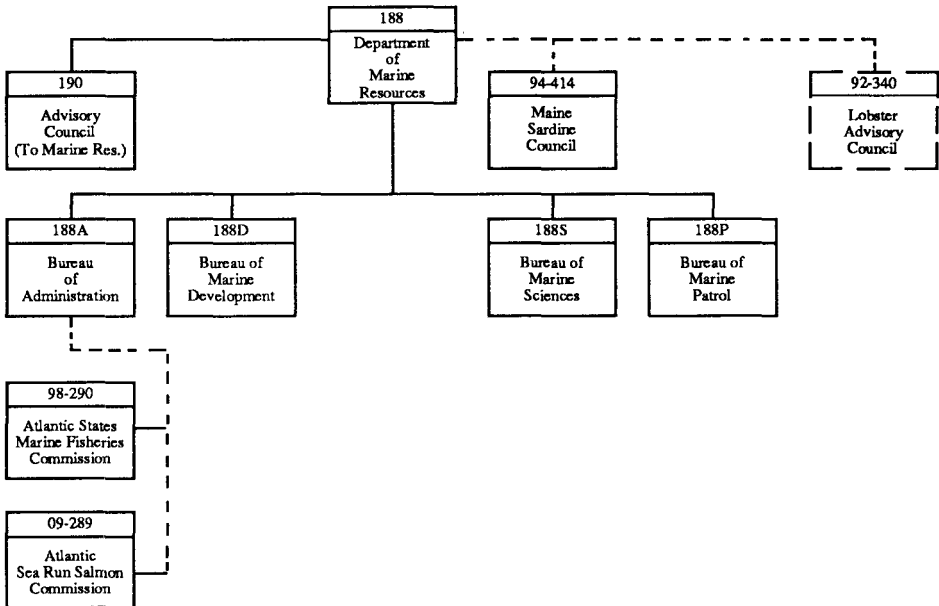
ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioner of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new eleven-member Lobster Advisory Council was established by the Legislature to assist the Commissioner on matters related to the lobster industry.

PROGRAM:

Fisheries Industry Development. The department continued the development and implementation of the fresh groundfish market development program known to seafood buyers as the State of Maine Fresh Fish Program, and to consumers as "Certified Fresh Maine Fish" products. The program is founded on the principal of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program, as compared to most public generic advertising and promotion programs. The department has expanded the concepts of the "Maine Certified Seafood" program to the mussel and salmon aquaculture industries

MARINE RESOURCES

ORGANIZATIONAL CHART DEPARTMENT OF MARINE RESOURCES UMB 13



Approved by the Bureau of the Budget

MARINE RESOURCES

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,510,271	3,756,517	424,219		329,535	
Health Benefits	410,005	341,041	38,726		30,238	
Retirement	1,138,734	992,246	85,849		60,639	
Other Fringe Benefits	43,348	38,414	2,971		1,963	
Computer Services—State	407	407				
Other Contractual Service	1,343,792	1,093,627	148,172		101,993	
Rents	26,592	26,282	203		107	
Commodities	360,433	248,881	94,617		16,935	
Grants—Subsidies—Pensions	56,210	38,159	17,617		434	
Equipment	581,114	395,008	152,583		33,523	
Interest—Debt Retirement	523	489	4		30	
Transfers to Other Funds	25,294		15,542		9,752	
TOTAL EXPENDITURES	8,496,723	6,931,071	980,503		585,149	

MARINE RESOURCES

through the adoption of quality assurance rules upon which an active marketing program can be developed.

Marine Patrol. The Bureau of Marine Patrol was authorized an additional six positions which will provide needed capability. The equipment upgrade program continued with an additional 25 ft. patrol boat placed into service.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR. A significant program this year was the boat safety demonstration carried out in concert with the Maine Maritime Academy. This project brought the important message of protecting life at sea to several ports along the coast.

Inter-agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continuing its efforts at establishing interagency cooperation. These efforts focused primarily on formal and informal cooperative projects with the New England Fishery Management Council, the Bigelow Laboratory for Ocean Sciences, the University of Maine, the Woods Hole Oceanographic Institution and private enterprise. A primary example of the results of this effort is exemplified in the Association for Research in the Gulf of Maine (ARGO Me.), a cooperative initiative comprised of the Department, the Bigelow Laboratory, the University of Maine, the Maine Maritime Academy and the Maine Geological Survey (Department of Conservation). The department is seated on the newly created Marine Research Board, which is organized under the auspices of the Maine Science and Technology Commission.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never “pro forma,” and never dull.

Highlights of a Variety of DMR Activities. The department, in cooperation with the Maine State Planning Office, completed the “Aquaculture Development Strategy.” This was developed under the participation of an industry based panel with a focus on identifying impediments to the continued development and growth of the aquaculture industry. The strategy identifies initiatives to be taken by academic and governmental institutions as a means of overcoming procedural bottlenecks and enhancing the scientific and technical underpinnings of the industry. The department is designated as the “lead agency” from a governmental perspective with regard to aquaculture.

The Department’s anadromous fish division stocked 40,535 striped bass in 1989. Under Governor McKernan’s leadership, the State is negotiating to acquire for removal, the Augusta dam, an obstruction which has removed substantial anadromous fish habitat for 153 years.

The shellfish inspection and public health program made significant progress in meeting new national and international standards for shellfish sanitation. The program was expanded to include several new positions as well as a new testing facility in Hancock County to increase monitoring capabilities.

The Department’s marketing division brought together 23 Maine fish and shellfish processors and fishery related companies to participate in the 1990 Boston Seafood Show. These seafood processors appeared under the highly successful Maine Street/USA theme. This concerted/unified approach brought about increased sales leads for many of the Maine participants.

The Department continued its effort to broaden its level of communications with the fishing industry through the establishment of an office of Public Information. A newsletter has been established and is distributed to all license holders.

Fishing Industry Issues. The State maintained its strong position relative to other New England states for the amount and value of fish and shellfish landed with Portland increasing its rank among the eight principal New England fishing ports to third in pounds landed and second in value of the catch. Overall, Maine had the biggest gain in value, up \$8.6 million.

Lobster landings continued to show strong growth in 1989 with a total harvest for the year of more than 23 million pounds. This represents the greatest quantity of lobster landed in the State for more than

MARINE RESOURCES

10 years. Another area of particular interest is that of the burgeoning sea urchin fishery which, over the past three years, has undergone a dramatic increase in the value and landings of the product which is marketed principally in the Far East.

The State granted approval for a joint venture between a Soviet processing ship and several Maine fishermen to harvest and process menhaden. This venture enabled fishermen to take advantage of an abundant yet underutilized resource and thereby expand their market opportunities.

LICENSES, PERMITS, LEASES, ETC.:

Wholesale Seafood	Lobster and Crab Fishing (Class I)
Retail Seafood Dealer	Lobster and Crab Fishing (Class II)
Supplemental Wholesale Seafood	Lobster and Crab Fishing (Under Age 17)
Commercial Fishing (Single Operator)	Lobster Transportation
Commercial Fishing (With Crew)	Lobster Meat Permit
Commercial Fishing (Non-Resident)	Supplemental Lobster Transportation
Shellfish Transportation	Hand Mussel
Supplemental Shellfish Transportation	Boat Mussel
Sea Weed (Resident & Non-Resident)	Weir Licenses (Unorganized Townships)
Hand Scallop	Importing Marine Species Permit
Boat Scallop	Shellfish Sanitation Certificates
Non-Commercial Scallop	Non-Residential Special Tuna Permit
Commercial Shellfish	<i>Special License For:</i>
Marine Worm Dealers	Aquaculture-Research-Education
Supplemental Marine Worm Dealers	
Marine Worm Diggers	

PUBLICATIONS:

The following "Master" camera-ready seafood pamphlets are available at \$2.50 each on the following species. "Master" camera-ready art, can be taken to a printer to have the desired quantities reproduced.

• Lobster	• Cusk	• Hake
• Mussels	• Cod	• Pollock
• Shrimp	• Haddock	• Flounder
• Seafood	• Cusk	

Seafood Training System Manual/4 Videos—A manual and 4 video (Seafood Quality, Seafood Merchandising, Seafood Case Set and Seafood Storage & Handling) system for seafood distributors and retail supermarket groups which is a great training tool to assist with seafood programs.

FINANCES, FISCAL YEAR 1990: The financial displays were generated from the accounts of the Department as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MARINE RESOURCES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	11,036	11,036				
Commodities	1,344	1,344				
Interest—Debt Retirement	56	56				
TOTAL EXPENDITURES	12,436	12,436				

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Office: Baker Bldg., State House Annex, Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333-0021

Telephone: 289-6550

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021

Legislative Count: 11

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters; statistics; data processing; telephone and reception; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of five sections. The Accounting and Personnel Section provides services for all bureaus of the department in finance, personnel, equipment, purchasing, processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects, department contracts for special services, and coordination of public hearings and aquaculture leases; liaison with the New England Fishery Management Council is provided by bureau personnel; the licensing and special services section handles license sales, receptions, statistics, data processing, and inquiries from the public; the state's financial records of the Atlantic States Marine Fisheries Commission are administered by the bureau; provides liaison with the Legislature and various types of communications for the marine fishing industry.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

Aquaculture leasing: As of June 30, 1989, the Department has granted a total of 1152.2 acres to various individuals, partnerships, companies or corporations to culture marine organisms in, on and under coastal waters. Shellfish [primary use] leases presently account for 555.4 acres and finfish [primary use] aquaculture make up 596.8 acres.

LICENSES, PERMITS, ETC.:

Wholesale Seafood
Retail Seafood Dealer
Supplemental Wholesale Seafood
Commercial Fishing (Single Operator)
Commercial Fishing (With Crew)
Commercial Fishing (Non-Resident)
Shellfish Transportation
Supplemental Shellfish Transportation
Sea Weed (Resident & Non-Resident)
Hand Scallop
Boat Scallop

Lobster and Crab Fishing (Class I)
Lobster and Crab Fishing (Class II)
Lobster and Crab Fishing (Under Age 17)
Lobster Transportation
Lobster Meat Permit
Supplemental Lobster Transportation
Hand Mussel
Boat Mussel
Weir Licenses (Unorganized Townships)
Importing Marine Species Permit
Shellfish Sanitation Certificates

MARINE RESOURCES

Non-Commercial Shellfish
Commercial Shellfish
Marine Worm Dealers
Supplemental Marine Worm Dealers
Marine Worm Diggers

Non-Resident Special Tuna Permit
Special License For:
Aquaculture-Research-Education
Special License For:
Aquaculture—Research—Education

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	293,743	293,743				
Health Benefits	23,512	23,512				
Retirement	51,835	51,835				
Other Fringe Benefits	2,172	2,172				
Other Contractual Service	89,771	89,771				
Rents	200	200				
Commodities	6,917	6,917				
Grants—Subsidies—Pensions	4,651	4,651				
Equipment	276	276				
Interest—Debt Retirement	19	19				
TOTAL EXPENDITURES	473,096	473,096				

ADVISORY COUNCIL (TO MARINE RESOURCES)

JEFFREY H. KAEIN, CHAIRMAN
DAVID B. TURNER, Vice Chairman

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-6550

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333-0021

Established: August 13, 1947

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 190; Citation: 12 M.R.S.A., Sect. 6024

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met eight times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the Maine fishing industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including advice and consent on regulatory actions.

MARINE RESOURCES

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$4,132.48 in FY 90 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

HAROLD C. WINTERS, DIRECTOR

Central Office: Baker Bldg., Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Telephone: 289-6550

Established: 1957

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188D; Citation: 12 M.R.S.A., Sect. 6021

Legislative Count: 41

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of six major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, Marine Education, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division: This division is responsible for the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. Anadromous fish are those species which attain their growth in the marine environment but return to fresh water to spawn. Species of major interest include striped bass, American shad, alewife, blueback herring, Atlantic salmon, sturgeon, and rainbow smelt. The dependency of these species on both fresh water and the marine environment requires coordinated cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced numerous fish species and fisheries of collective interest.

The goals of the Anadromous Fish Division are to maintain existing fish runs at optimal levels, restore anadromous fish runs to river systems which historically supported these species, and conduct research on life histories and habitat requirements to improve management capabilities. Historically abundant anadromous fish runs were decimated by the construction of impassable dams, water pollution, and overfishing. With the remarkable improvement in water quality in recent years and the regulatory authority to control fishing activity, the major remaining obstacle to restoration of river fisheries is numerous dams which lack upstream and downstream fish passage facilities.

Shad and Alewife Management: During the spring of 1990, 119,765 adult alewives were truck stocked or selectively released into various Maine watersheds to provide a spawning stock for reestablishing alewife runs and/or to augment existing low level spawning runs. A total of 11,725 alewives were stocked in various lake systems of the Androscoggin River above tidewater. Major stocking sites and numbers of fish stocked were Brunswick Headpond (43,330), Tripp Pond (3,973), Taylor Pond (2,261), Marshall Pond (595), Hogan Pond (1,103), Whitney Pond (1,019), Lower Range Pond (2,085), and Bog Brook (689). In addition, 498 adult American shad were transferred from the Connecticut River at Holyoke, Massachusetts, and released below Lewiston Falls during 1990.

Striped Bass: Historically, a native population of striped bass was found in the Kennebec River and its tidal tributaries. This population was first impacted by the construction of the Augusta Dam in 1837. There continued to be a limited striped bass resource in the estuarial complex of the Kennebec and

Androscoggin Rivers until the late 1930's at which time it is thought that the striped bass population was exterminated by pollution. Since 1977, water quality has improved significantly because of pollution abatement efforts. A restoration program for striped bass in the Kennebec River was initiated in 1982. From 1982-1989, a total of 188,631 fall fingerling striped bass have been stocked in the estuarial complex of the Kennebec River. During 1989, 40,535 were stocked. Since 1984, the program has been a cooperative effort involving the Maine Department of Marine Resources, the U.S. Fish and Wildlife Service, and a private Maine sportsmen's group. Striped bass fry are obtained from a hatchery on the Hudson River, transferred to the USF&WS hatchery in North Attleboro, Massachusetts, and reared to fall fingerlings (3"-5") before being transported and stocked into the Kennebec. It was hoped that when these fish reached maturity they would spawn in the estuarial complex of the Kennebec and reestablish a native population. The first evidence of natural reproduction in the Kennebec River in over 50 years was documented in 1987 with the capture of young-of-the-year striped bass in Merrymeeting Bay and one in the Eastern River. In 1988, two young-of-the-year striped bass were captured in the Androscoggin River just below Cow Island on August 15; an additional young-of-the-year striper was captured in Merrymeeting Bay on September 9, 1988. One young-of-the-year striped bass was caught at Sands Island on September 15, 1989. The just hatching fish were stocked on September 20, 1989. No hatchery fish were stocked in 1988 until September 21. The stocking program will continue in 1990.

The Department initiated ichthyoplankton surveys in 1988 in an attempt to locate the specific spawning areas of striped bass in the estuarial complex of the Kennebec/Androscoggin Rivers, including Merrymeeting Bay.

Androscoggin River: The Brunswick fishway, located on the Androscoggin River at head-of-tide, was operated by Division staff for the eighth consecutive year. This fishway was built by the Central Maine Power Company in conjunction with the redevelopment of the Brunswick Hydroelectric Dam and is one of the most modern fish passage facilities in the State of Maine. Major species which utilize the fishway include alewives, American shad, Atlantic salmon, brook trout, brown trout, striped bass, and numerous resident fresh water species. The large run of alewives (95,262) passed through Brunswick in 1990 representing a slight decrease over the 1989 run of 100,849. However, 9 commercial fishermen harvested over 140,000 alewives in the Lower Androscoggin River in 1990. In addition, one shad was passed at Brunswick on June 9, 1990.

Kennebec River: An agreement was reached between the majority of hydroelectric dam owners and the state fishery agencies on an interim restoration plan for the Kennebec River above Augusta. The dam owners agreed to fund an interim trap and truck program for shad, salmon, and alewives and to provide for downstream passage at specific dams in 1991. Construction of fish passage facilities at dams upstream of the Augusta dam would be initiated in the late 1990's. As a result of this agreement the following lakes were stocked with the following number of alewives: Sebasticook Lake, (11,166); Plymouth Pond (2,530), Pattee Pond (3,919), Pleasant Pond (3,475), Lovejoy Pond (2,077), Douglas Pond (2,957), and Unity Pond (559). These alewives were transferred from the Androscoggin River.

American shad were transferred from two sources and stocked in the Kennebec River at Sidney during 1990: 658 were transferred from the Connecticut River at Holyoke and 36 from the Narragansett River at Cherryfield.

After negotiations with the developer of Edwards Dam in Augusta, interim upstream fish passage was provided in the fall of 1988. The experimental device pumps fish and water from below the dam to a sorting tank from which Anadromous Fish Management Division personnel trap and release desirable species into the impoundment above the dam. During the spring/summer of 1990, 745 alewives were lifted to the headpond with this apparatus.

During his 1990 State of the State Address to the Maine Legislature, Governor McKernan announced his intention to seek the purchase and removal of the Augusta dam. This historic action will have significant beneficial effects on the fishery resources of the Kennebec River. All species of fish will once again have full passage to 17 miles of restored riverline habitat above Augusta. For 153 years, the Augusta dam has caused irreparable damage to the fishery resources and fishermen of the Kennebec River valley. Although significant efforts will be required before a negotiated settlement is finalized, the prospects for a fully restored river in the near future are extremely encouraging.

Fish Passage Improvement: The fish passage improvement project was continued this year with the U.S. Fish and Wildlife Service involving cooperative funding under P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Project activities include repair, maintenance, and operation of seventeen (17) Department fishways and five (5) IF&W fishways which pass anadromous species. Sixteen (16) privately owned fishways, were also checked for physical damage or passage deficiencies. Structural damage was repaired and water proofing accomplished on four (4) denil fishways this year. Over four (4) dozen baffles and two trash racks have also been replaced. Continued effort will be placed on stream clearance as juvenile anadromous species start their movement to the sea.

Hydropower Development: Anadromous fish staff continued to review numerous hydropower development applications which had the potential to impact anadromous fish runs. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans. A proposal by Bangor Hydro-Electric Company for a major new dam (Basin Mills) on the Lower Penobscot River will have far reaching consequences for anadromous fish runs on Maine's largest river. Considerable staff time has been devoted to the review of this major proposal.

Miscellaneous Activities: In addition to hydropower permit reviews, personnel continued to evaluate other water resource development projects, wetlands applications, waste discharges, highway construction proposals, and industrial development that had potential for adverse impact on anadromous fish resources.

Staff also provided technical assistance to 34 coastal towns which manage alewife fisheries. A major highlight of the town alewife program was the large run of alewives which returned to the Union River in Ellsworth for the fifth consecutive year. An aggressive stocking program by the city, with assistance from the Department of Marine Resources, resulted in the initial heavy run of alewives in 1985. The Union River supported the largest commercial alewife fishery in the state for 1988 and preliminary returns indicate it also supported the largest commercial alewife fishery in 1989.

Anadromous fish staff continued to participate in interstate meetings involving plan development and implementation for interstate management of shad and river herring, striped bass, and Atlantic sturgeon.

Staff devoted considerable effort to dissemination of information to the public. The Division revised and updated a summary of laws/regulations governing sport and commercial harvest of marine/anadromous fish resources, participated in numerous speaking engagements to civic and conservation groups, participated in statewide sportsmen shows in Bangor and Augusta, and assisted the Marine Education Division in preparation of educational materials concerning anadromous fish resources.

Fisheries Technology Service. The Fisheries Technology Service is responsible for gear development projects that seek to stabilize and enhance Maine's marine resource harvest. This work involves actual development of new gear types, assessment of the practicality of new fishing techniques, resolution of gear conflicts, as well as development of better seafood packaging and handling. To accomplish this goal, we receive direct input of ideas and concerns from Maine's diverse fisheries through a system of field agents. Currently, agents are located in Stonington, Ellsworth, Wiscasset, and Beals with the division director performing some field work out of Bristol. The field agents are in daily contact with fishermen, buyers, truckers and processors to hear their concerns and be constantly up-to-date as to "what is going on." In this way, we not only receive ideas on new gear types and methods but are able to respond quickly and informatively when contentious situations arise.

To accomplish our gear development work, field agents either work with fishermen to develop their ideas on their boats, or in the case of larger, long-term projects, use the FTS vessel R/V PAUL DEROCHE which is home ported at DMR's laboratory in Boothbay Harbor. FTS projects emphasize development of gear that is more species or size selective (i.e., no discarded or waste catch) rather than more efficient gear for efficiency's sake.

Funding is provided through the General Fund. FTS is one of the UNH/UME Sea Grant Marine Advisory Program "co-operators" and serves as their field extension component. Funding has also been received in the form of grants from the Saltonstall-Kennedy Fisheries Development Program (NMFS), Atlantic States Marine Fisheries Commission and University of Maine Sea Grant Program.

Shrimp Separator Trawl: FTS, working closely with a local net manufacturer, designed and developed a net to catch Maine shrimp but release the juvenile flatfish that usually accompany the shrimp catch. Use of this gear by the shrimp fishery will mean the addition of hundreds of thousands of pounds of grey sole and blackback now lost to our groundfishery. As a result of this work, shrimp separator trawls were required for use by all shrimp fishermen in New England in December, April and May of each shrimp season.

Fishing Vessel Safety: In a joint project with Maine Maritime Academy, FTS conducted a series of safety practice sessions in a number of fishing ports. This mobile, "road show" program gave fishermen a chance to actually use survival suits, life rafts, flares and fire-fighting equipment to see how they work and evaluate the various types available. Response has been overwhelming and the program has now been expanded to include recreational boaters as well.

Aquaculture: FTS assisted other DMR personnel in evaluating aquaculture lease applications and overseeing the operation of leases. The blue mussel and salmon fisheries are becoming increasingly

dependent on high quality cultured product and the proper operation of leased bottom is important for the continued health of these rapidly growing industries.

Research Support: FTS provides technical and vessel support to Bureau of Marine Science projects involved in scallop growth studies, side-scan sonar deployment, as well as supplying specimens to the public aquarium.

Education: FTS provides speakers to the annual Fishermen's Forum and other fishermen gatherings. It is a source point for a variety of video material from all over the world detailing the action and effect of gear on the bottom. Field agents provided a number of articles to the DMR Newsletter, published monthly in COMMERCIAL FISHERIES NEWS.

Other projects: A number of projects targeted to specific problems were carried out. These included work on the effects of silt stirred up by mussel dragging operations, developing improved harvesting and processing equipment for the growing sea urchin industry, evaluation of a variety of material for use as biodegradable elements in lobster traps, evaluation of the practicality of composting of seafood processing wastes, demonstration of the use of waste clam shells for landscaping, demonstration of the use of fish traps to catch groundfish, evaluation of the use of California lampara seines for squid and mackerel in Maine, and determination of the level of improved selectivity of use of square mesh in groundfish and shrimp trawls.

Liaison work: In addition to these specific projects, the field agents served as sources of information to fishermen they met in steering them to the proper DMR or university researcher working on a project of interest to fishermen, answering questions on life history of commercial species and locating sources of packaging materials for seafood shippers. FTS works closely with the University of Maine, the Cooperative Extension Service, the various VTI's and other agencies through the Sea Grant Program.

Economic Development Division. This Division performs task oriented (versus programmatic) planning, analytical, and administrative functions consistent with the Department's economic development objectives for Maine's fishing industries. The Division's current functions are an outgrowth of a sustained industry-State government effort, begun in 1979, to maximize the contribution of Maine's groundfishery to the State's economy. During the past several years the Division's focus has broadened progressively to include Maine's clam, mussel, quahog, menhaden, as well as Maine's aquacultured salmon and steelhead trout industries. The nature of the Division's work at any given time depends upon the particular issues, problems, or opportunities which face these industries.

Typically the following kinds of activities have comprised the diverse work focus of the Division: the design of regulation-based production quality control and market quality assurance programs to enhance the market positioning and economic prospects for Maine's fisheries products; assessment of federal seafood inspection legislation; research and development of fisheries byproduct technologies which improve the cost-effectiveness of finfish processors' operations; diverse planning activities which support state-mandated comprehensive planning, fisheries infrastructure preservation efforts, and fisheries economic data-base development; grant procurement; the development of guidelines and permitting procedures for foreign processing joint ventures occurring within the State's waters, legislatively mandated analyses of economic impact of a two-inch size possession law on Maine's soft shell clam industry, investigating surimi technology and writing legislation concerning the labelling of products sold in Maine which contain surimi, analysis of the costs to the Department of paralytic shellfish poison monitoring and the preparation of comprehensive shellfish tax legislation, investigating the potential for using menhaden fish oil as a source of Omega-3 fatty acids; investigation of Canadian and intraregional fisheries trade issues; among other activities.

Given this general perspective the following projects received the primary attention of the Economic Development Division during this reporting period.

Production Quality Assurance Programs: The Division concluded development and adoption of two quality assurance regulations—one for Maine harvested mussels and the other for aquacultured salmon and steelhead trout grown in Maine waters. These regulations represent an expansion of the quality control-quality assurance concept embodied in an in-plant groundfish quality control regulation previously designed by this Division. The mussel regulation defines and establishes a select grade Maine mussel permitted to be shipped under the State quality assurance seal. The Maine salmon and steelhead regulation establishes harvesting and processing procedures necessary for growers and processors to use State seal. As with the groundfish regulation, these two new regulatory programs are the basis for industry participation in any Departmental marketing programs designed to promote and merchandise these particular species.

All such Departmental quality assurance programs are designed to help processors, dealers, and growers build their name recognition and profit potential through direct shipment to more quality conscious, retail oriented customers. Thus, this type of program is an optional market development tool for Maine finfish and shellfish producers who wish to achieve competitive market advantages for part

of all of their production by meeting State quality standards. Initial development of the mussel and salmonid regulations involved extensive field technical consultation with dealers, growers, and processors to determine if program standards are realistic and are likely to achieve their intended purpose. The division was responsible for moving these regulations through the public hearing process, revising the regulations in response to industry comments, and gaining approval of the Department's Advisory Council.

Industry Planning: The State's growth management legislation and the Governor's creation of a Marine Industry Fisheries Infrastructure Task Force have led to the assumption of a major new planning role for this Division.

Growth management legislation mandates a comprehensive planning process for Maine's municipalities. This legislation, and Office of Comprehensive Planning regulations implementing it, direct Maine's coastal and riverine municipalities to plan for and ameliorate the effects of growth on their marine resource habitats and commercial fisheries infrastructure. This involves the Department and the Division in a new role as both information resources at the beginning of the planning process, and reviewers upon its completion. The Economic Development Division serves a central coordinating role for the Department relative to the Office of Comprehensive Planning, other State agencies, and municipalities undergoing comprehensive planning.

Concurrent with the evolution of its planning responsibilities, the Division has represented the Department on the Governor's Marine Industry Infrastructure Task Force. This interagency task force, created by the Governor in 1989, is an outgrowth of the Bureau of Public Lands Submerged Lands Study (in which this Division participated directly), the State's 1989 Coastal Management Policies, and the general concern that Maine's commercial fishing infrastructure is subject to displacement by adverse development. The Task Force is assigned to characterize and define the commercial fisheries infrastructure, determine the possible impacts upon it from industry and upland land use changes, recommend methods to protect that portion of the infrastructure which is essential to the survival of Maine's commercial marine industries, and to recommend appropriate changes to the State's submerged land leasing and permitting policies. This Task Force is currently scheduled to report to the Governor in the next fiscal year.

Fisheries Byproducts: The Economic Development Division supports Maine fish processors by advising them on new and profitable products markets for the protein by/products of their filleting and steaking operations. Until a few years ago these by/products were regarded as waste by processors who sold them for conversion to fish meal. But world market factors and environmental community acceptance problems, related to antiquated plants, have forced the closing of fish meal plants in New England. This forces Maine processors into a defensive posture where they must dispose of their fish cuttings, a potentially valuable source of marine protein, at least cost. At a time when resource supply conditions are tight and Maine processor markets extremely competitive, these fish cuttings represent a direct opportunity to diversify the Maine processors' profit base.

This Division's continuing work goal is to facilitate the formation of private by/product processing ventures which pay Maine fish processors for their fish cuttings. This goal has been reinforced by the mandate of the Governor's Fisheries By/product Task Force, which was chaired by the Commissioner of DMR and staffed by this Division. This industry Task Force sought to find cost-effective, technologically appropriate, and environmentally acceptable alternatives to the use of conventional dehydration processes which produce fish meal and fish oil. In 1989 this Task Force concluded work and wrote a final report, prepared by this Division.

Maine Salmon Shelf Life Study: This Division worked closely with the University of Maine Food Science Department to procure a grant to determine the shelf life of Maine-grown Atlantic salmon. Award of this grant will enable a study relating various handling techniques, employed at the time of harvesting, to useable shelf life and salmon keeping quality. The study will provide Maine salmon growers with the data they need to evaluate the cost and efficacy of different production handling techniques.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers interest in and consumption of, such products—both domestically and internationally. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division develops and implements programs designed to support and expand existing markets and to develop new markets for both traditional and under-utilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division has gradually expanded in order to meet the increased needs and more extensive services required by the commercial fishing industry.

Directory of Maine Wholesale Seafood Dealers/Processors: The Division provides a free directory to seafood buyers upon request. This popular directory contains a listing of all Maine licensed wholesale seafood dealers and processors who care to be listed. The directory contains detailed data on each dealer and processor such as their complete product listing, address, telephone and FAX numbers, contact person, the type of shipping they do, and if they export. The directory also lists the support services we offer. This past year over four thousand of these directories were given out at the Trade Show or mailed out to seafood buyers throughout the world.

Marketing Memorandum: The Division puts out a bi-monthly Marketing Memorandum containing seafood leads domestically and internationally as well as general market information. This memo serves both the commercial fishing industry and the seafood buyers who are looking for sources of supply of Maine quality seafood. Most of the memo's international leads are obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This has substantially increased the number of possible international contacts for Maine's industry. The benefits of this are two-fold: international markets offer greater demand for under-utilized species in the U.S. and, the Maine industry is offered an opportunity to contribute to efforts towards reducing the National balance of trade deficit.

Maine Certified Seafood Program: The Division continues its role in the development, implementation, and expansion of our quality assurance program known now as the Maine Certified Seafood Program. Our "Maine Certified Fresh" quality seal means fish, whether purchased in a supermarket or eaten in a restaurant, has been processed by plants inspected and certified by the State of Maine, under quality control regulations that set strict standards for the quality of fish accepted for processing. This quality seal assures the seafood buyer and the consumer that they are purchasing high quality fresh fish processed in Maine. The Program consists of two basic components: (1) The Maine Fresh Groundfish Quality Control Program and (2) the Maine Certified Seafood Marketing Program. The Marketing Division has the primary responsibility for the latter.

Domestic Market Development: The Maine Certified Seafood Program, known in the beginning as "Catch The Taste," started in the Portland, Maine area in the fall of 1981. Due to its continued success over the years, the Program has expanded into the mid-west, mid-Atlantic, and the metro New York areas.

Maine Seafood: The Division continues to assist Maine dealers/processors in introducing other Maine species such as mussels, shrimp, crabmeat, etc. into major market areas where our Maine Certified Fresh quality seal is already known. We continue work with our industry people in establishing product quality standards in order to expand the number of species under the quality seal so that Maine can capitalize on its reputation for quality seafood.

International Markets: Globalization of the marketplace has the Division taking a new look at the international market. Today, the international market has a real influence on the domestic market. Maine quality seafood is very much in demand worldwide, especially in the Far East and European markets.

Seafood Trade Shows: Again this year the Maine Street/USA pavilion at the Boston International Seafood Show consisted of twenty three (23) Maine companies. The overhead 12'x3' Maine Street/USA banners, individual company name street signs, Maine Street/USA buttons, napkins, and balloons along with a number of booths doing seafood sampling helped to contribute to the success and high traffic count this year. Over 20,000 attendees strolled down Maine Street/USA. According to one newspaper article, "The State of Maine organized the highest profile campaign, Maine Street/USA, an entire aisle filled with Maine-based companies."

Based on the success of the Boston show, the Marketing Division had a booth at the Sea Fare Southeast Show in Orlando, Florida and the Sea Fare International Show in Long Beach, California where DMR represented the Maine seafood industry.

Maine's Retail Seafood Training System: The Division has been working with retail store personnel over the past nine years to assist them in the development of their seafood programs. Working with our industry and with the retail seafood industry, we realized the need for a complete video/manual training system since we are limited in the number of seafood training seminars we can offer. Our seafood training system consists of four videos: Seafood Quality—Seafood Storage & Handling—Seafood Case Set—Seafood Merchandising. The system also includes a seafood manual that describes each phase in much more detail along with additional seafood information. These videos received an award from the International Television Association in the Training Category.

State of Maine/American Seafood Challenge: The Division, with the cooperation of the Maine Restaurant Association, the Southern Maine Vocational—Technical College (SMVTC) and the Casco Bay Culinary Association, again sponsored a professional chef cook-off with the winner being named

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Maine Seafood Chef of the Year. The winner was sent to the American Seafood Challenge where he competed with professional chefs throughout the country again this year, our Maine representative won a bronze in the national competition.

Seafood Information & Education: The Division continues to develop and to continually re-evaluate information in the areas of quality evaluation, storage and handling, merchandising, and preparation and cooking. An all new Maine Seafood Cookbook is being finalized that will offer consumers numerous quick, easy, and healthy recipes. This unique cookbook with the nutritional breakdown on each recipe will be available in late fall. We continue to offer seafood training seminars to supermarket and restaurant personnel. We also assist the New England Fisheries Development Foundation with their three-day "Fish School" seminars.

Seafood Promotional Material: The Division offers a series of seafood recipe pamphlet or card "Masters." Our "Masters," which are camera-ready art, have been very popular as it offers retailers the opportunity to personalize these pamphlets or cards by adding their name or logo. This series of seafood recipe pamphlets or cards also offers consumers nutrition data on each recipe. An assortment of Maine seafood posters are also available for promotional purposes. Seafood informational kits have been added to our marketing approach this past year. Seafood informational kits were mailed to food editors in key market areas in February for Lent and in June for summer/fall grilling season.

Miscellaneous Activities: Other work, as required, was carried out, including numerous meetings with industry, state, and federal officials; preparation of reports, position papers, and activities involving a wide range of fisheries problems.

Marine Education Division: The Marine Education Division was established by the legislature to provide schools and the general public with current, valid marine information, text materials, opportunities, guidance and access to the scientific activities conducted by DMR, exemplary programs for teachers and school students, teacher training projects and consultant services in marine education. The ultimate goal of this division is to develop a marine literate citizenry that can better understand the problems in utilizing and managing Maine's marine resources. To accomplish these tasks the following programs and projects are in progress:

Curriculum Enrichment and Enhancement: In-classroom demonstration programs were utilized to provide students with hands-on learning experiences that dealt with marine organisms, harvesting methods and scientific information.

Text and supplemental curriculum materials; teacher's guides; field trips to the research lab; various field programs; and a newsletter were made available as resources to those seeking more information or to expand their programs. Slide shows and limited video programs were also available to help provide additional information about marine topics.

Curriculum Design Services: Consultant services to help teachers alter their science programs to include marine units were provided. As a part of the re-orientation, the school's teaching staff were offered in-service courses and workshops. These programs were specifically designed to emphasize the local marine environment, the fisheries and fisheries management activities in the area. The teachers were encouraged to utilize local marine resources and to develop the skills necessary to place their students in an active learning environment when utilizing these resources. This included building upon the students own experiences with the marine environment.

Teacher Training: Summer courses offered by DMR's Education Division have three basic functions: 1) to provide teachers the opportunity to develop the skills and techniques necessary to conduct meaningful field activities; 2) to provide teachers with background information on Maine's marine resources; and 3) to help teachers develop and field-test marine activities that focus upon the Gulf of Maine and will help their students to better understand the values of this area.

Aquatic Education—Marine: The Wallop-Breaux Federal Grant Funds for recreational fisheries education were utilized to develop materials that emphasized the near-shore environment. Several hands-on in-classroom demonstration programs, printed resource materials, and media programs were developed as part of this project.

Consumer Education: Service organizations, the extension service and other adult groups were provided with consumer education materials and programs. These presentations emphasized the nutritional benefits and importance of eating more seafood, how to purchase high quality product, and how to maintain quality throughout the handling and cooking process. The vocational food programs throughout the state utilized many of the consumer education materials in their courses.

Informational and Educational Materials: The Education Division maintains curriculum materials, a Newsletter, slide programs and video shows on a wide variety of marine topics. These are made available free of charge to anyone seeking information about Maine's marine resources.

Industry Services Division. This Division was established within the Bureau of Marine Develop-

ment to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management, regulatory permitting functions and development, and education activities.

Environmental impacts are reviewed and advisory comments and observations processed for state and federal licensing agencies for the following: wetlands and streams alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects and petroleum development in both the offshore and coastal areas.

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities, sixty-nine with soft clam habitat free of substantial pollution sources. Forty-three towns have conservation programs and ordinances approved by DMR as provided by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. DMR's four resources scientists work with shellfish committees, town officials, diggers, dealers and other concerned residents to develop shellfish management plans and ordinances to implement the programs.

Area biologists work with the towns developing shellfish management programs and ordinances to enforce management measures. Towns are advised in methods for conducting clam population surveys and evaluating data gathered by town employees, students or others aiding the towns. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the destruction of small clams by selectively controlling digging pressure. See *Publications* for summaries of municipal management.

Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: In addition to guiding the municipal clam management programs, area biologists review each application for marine wetlands alteration, construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environment Protection. The Bureau advises DEP and the Federal Consistency Coordinator of the State Planning Office of the potential effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact of licensed wastewater discharges on marine resources. A major effort for the area biologists has been preparing sanitary survey reports of shellfish growing areas. The reports are part of the Division's expanding capability and involvement in shellfish growing area classification.

Classification of Shellfish Growing Areas: As part of the agreement Maine has with the Interstate Shellfish Sanitation Conference (ISSC) and the Food and Drug Administration, the sanitation of areas from which shellfish are harvested are classified according to standards recognized internationally. Compliance with the standards is essential to assure public health concerns for the consumer and is required by states and nations participating in the ISSC receiving Maine shellfish.

The growing area program serves the shellfish industry from two microbiological laboratories, one in Lamoine serving the area east of the Penobscot River and one at the DMR facilities in Boothbay Harbor. The Eastern Maine Laboratory is at Lamoine State Park. Staff collect and monitor water and shellfish samples from shellfish harvesting areas on a regular basis to assure current assessment of the areas' quality. The laboratory also plays a role in the Bureau of Marine Sciences' marine biotoxin (PSP or "red tide") monitoring program.

The facility in Boothbay Harbor serves similar functions except for marine biotoxin monitoring. Both laboratories process shellfish and water collected from shellfish dealers as part of the Seafood Technology Services' seafood quality assurance and sanitation monitoring program. In addition to the program coordinator, there is a staff of four devoted to shellfish growing area classification functions and the microbiological laboratory with its staff of three.

This year completes the phased program to comply with increased intensity of shellfish growing area assessment initiated by the ISSC in 1986. The effort has resulted in reclassifying parts of the shellfish producing areas traditionally harvested throughout the coast. Some areas previously unavailable have been made open to harvesting but the net change has been a loss of harvest area due to the discovery of pollution sources. The department is working with the Department of Environmental Protection to identify those pollution sources that may be corrected with financial assistance to return resources to safe harvesting conditions.

Seafood Technology Services: This activity has previously been identified as, "Seafood Quality Management Services." This is a continuing activity that provides technical assistance, consulting

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services, quality evaluation and inspection services to the seafood industry. Two distinct programs were in force during 1989. First, the Shellfish Sanitation Program, which provides standards for the handling and processing of shellfish by wholesale dealers. The applicable regulations follow guidelines developed by the tripartite Interstate Shellfish Sanitation Conference, which is made up of representatives from state and federal agencies and the shellfish industry. Second, the Maine Groundfish Quality Assurance program provides a voluntary fresh groundfish inspection service to Maine processors.

The Shellfish Sanitation Program serves as an important control point in the link between the harvester and the consumer. Staff responsibilities include evaluation and certification of wholesale shellfish dealers. In addition, the staff monitors the operation of privately operated depuration plants designed to cleanse shellfish from moderately polluted areas. Samples of shellfish are routinely collected from wholesale dealers to further check their acceptability. The Department cooperates with other state and federal agencies in this program.

The Maine Groundfish Quality Assurance Program has served to further the efforts of the Department to improve the quality of fish landed or processed in the state through an active inspection program and numerous quality assurance projects. Maine fresh groundfish processors who participated in this voluntary inspection program during 1988 were able to take advantage of the Department's marketing of "Maine Certified Fresh Fish" in conjunction with the Marketing Division.

Following guidelines similar to the groundfish quality assurance program, regulations have been developed and passed for both the salmon and mussel industries. Inspection personnel played a key role in developing these regulations. They were actively involved in the initial field work, developing standards and inspection forms as well as attending hearings and workshops with industry. The implementation of these regulations will provide these two industries with a special marketing label as well as a specified amount of inspection time.

Staff members continue to work with industry and other government agencies to provide information on seafood quality assurance and for the protection of public health. Training expertise has been provided to other state and federal agencies, staff members have worked with industry groups in developing quality standards for shellfish, and they have been actively involved in developments concerning national seafood inspection.

LICENSES:

Permits Available Through the Industry Services Division:

Shellfish Sanitation Certificates. Holders of a wholesale seafood license and/or a shellfish transportation license may apply through the division to be certified to buy, sell, ship, transport and process shellfish both intra- and interstate. Also certificates for controlled depuration are issued to appropriate wholesale seafood license holders to harvest shellfish from restricted areas, transport and depurate them within standards set by regulation.

Permits to Import Live Organisms. Permits for introduction into coastal waters or to possess such animals are obtained through the division as provided by Title 12 section 6671 and DMR Regulations Chapter 24.

Municipal Shellfish Conservation in Closed Areas. As provided by 12 M.R.S.A. section 6621 subsection 3, paragraph C may be permitted through applications to this division.

PUBLICATIONS:

A summary of the municipal shellfish management ordinances is published every six months in the *Commercial Fisheries News*, as required by Title 12 section 6676. A summary compiled annually in June is available from the division.

Camera-ready Masters of Lobster, Mussels, Shrimp, Seafood, Cusk, Cod, Haddock, Hake, Pollock, Flounder Recipe Pamphlets . . . \$2.50 each.

Fresh Maine Cod & Fresh Maine Cusk Posters (17" x 22") . . . \$1.50 each.

Shrimp Newburg, Shrimp Jambalayah, Fresh Maine Hake, Fresh Maine Pollock and Maine Seafood Posters . . . \$2.00 each.

Seafood Training Manual/Videos . . . \$299.99 set.

Embroidered Maine Lobster Emblem . . . \$.60 each.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF MARINE DEVELOPMENT	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,034,583	980,709	53,874			
Health Benefits	93,231	88,885	4,346			
Retirement	202,041	192,166	9,875			
Other Fringe Benefits	8,959	8,634	325			
Computer Services—State	407	407				
Other Contractual Service	335,571	323,219	12,352			
Rents	10,084	9,984	100			
Commodities	122,746	38,486	84,260			
Grants—Subsidies—Pensions	34,300	17,146	17,154			
Equipment	103,436	97,669	5,767			
Interest—Debt Retirement	25	22	3			
Transfers to Other Funds	3,493		3,493			
TOTAL EXPENDITURES	1,948,876	1,757,327	191,549			

BUREAU OF MARINE PATROL

PERLEY M. SPRAGUE, COLONEL, CHIEF OF MARINE PATROL
ORVILLE R. NISBET, Major, Deputy Chief of Marine Patrol

Central Office: Baker Bldg., Winthrop St., Hallowell

Telephone: 289-6550

Mail Address: Statehouse Sta. #21, Augusta, Maine 04333-0021

Established: 1978

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188P; Citation: 12 M.R.S.A., Sect. 6025

Legislative Count: 55.5

PURPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Wardens Service, so named in 1947, was originally established as Fish Wardens in 1843, and was appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

Field offices are located in South Portland, Rockland and Lamoine. Office hours are 8:30 A.M. to 5:00 P.M., Monday through Friday.

PROGRAM: The Bureau was established to enforce the state's marine fisheries laws, however, its duties have been expanded over the years to include enforcing boating registration and safety laws, environmental laws in cooperation with the Department of Environmental Protection, conduct search and rescue operations on coastal waters, enforce all marine related criminal laws and to be a general service agency to coastal residents and visitors.

Patrol officers work cooperatively with other enforcement agencies on the local, county, state and federal levels, as well as nonenforcement agencies, by providing water transportation to remote areas and islands, also coastal flights for a variety of purposes are provided in the Bureau's aircraft.

The Bureau of Marine Patrol uses military rank, which is the standard structure of law enforcement

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agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Major, who is an Assistant to the Chief and commander of field activities. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven officers. The sergeants are first line supervisory personnel and also carry out special investigations. The authorized strength of the Bureau of Marine Patrol is 41 sworn officers and 6 support personnel. The Bureau operates a Cessna 185 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-25' and 35'-44' inboard and outboard powered patrol boats strategically located along the coast of Maine.

Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

Volunteer officers are assigned to work with and under the immediate supervision of Marine Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Marine Patrol Officer Selection and Training Program. Marine Patrol Officers are selected after a vigorous testing program administered by the Bureau of Human Resources. The test includes written exam, oral board exam and physical agility test. Candidates are also required to take a physiological exam and a polygraph test.

Once selected, new officers attend a 13 week basic law enforcement course given in conjunction with the Department of Inland Fisheries and Wildlife Warden Service at the Maine Criminal Justice Academy. This course is designed to meet all training requirements mandated by the Legislature to all law enforcement officers. In addition, officers are required to attend a 3-6 week (depending on class size) training session given; at the Department's research facility in Boothbay Harbor. This course gives officers information on a variety of subjects, including Department organization, purpose and function, biology, species identification, boat handling, seamanship and a knowledge of Marine Resource laws and regulations.

PUBLICATIONS:

A pamphlet containing marine resource laws is published bi-annually following adjournment of the first regular session of each Legislature.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BUREAU OF MARINE PATROL						
EXPENDITURES						
Salaries and Wages	1,462,700	1,370,843	91,857			
Health Benefits	140,662	132,339	8,323			
Retirement	548,596	526,672	21,924			
Other Fringe Benefits	19,785	19,353	432			
Other Contractual Service	363,338	359,658	3,680			
Rents	12,165	12,165				
Commodities	64,538	64,538				
Grants—Subsidies—Pensions	4,043	3,580	463			
Equipment	305,870	246,870	59,000			
Interest—Debt Retirement	142	142				
Transfers to Other Funds	2,172		2,172			
TOTAL EXPENDITURES	2,924,011	2,736,160	187,851			

BUREAU OF MARINE SCIENCES

DR. BRIAN M. MARCOTTE, DIRECTOR

Central Office: McKown Point, West Boothbay Hbr., Maine 04575
Mail Address: McKown Point, West Boothbay Harbor, Maine 04575

Telephone: 633-5572

Established: 1946

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 13; Unit: 188S; Citation: 12 M.R.S.A., Sect. 6021

Legislative Count: 34

PURPOSE: The Bureau of Marine Sciences is the primary State agency engaged in scientific research and development to conserve and manage the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research which may include biological, chemical, technological and hydrological research and development, provide information on stock levels and environments of commercially valuable marine organisms, establish and maintain effective surveillance and inspection of consumable resources in order to assure public health and safety and provide technical and scientific information, services and assistance to the public, industry and governments.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau is organized to reflect its administrative, fisheries science, public health and technical service functions. The Director's Office includes the Director, Maintenance & Operations, Secretariat and the Office of Technical Information and Public Services (TIPS). The research activities of the Bureau are organized into five research divisions: Lobster and Crab Fisheries Division, Pelagic Fisheries Division, Benthic/Demersal Fisheries Division, Fisheries/Health Division, and Research Services Division which report to the Director.

PROGRAM:

Facilities: The Bureau of Marine Sciences is located on a peninsula in Boothbay Harbor called McKown Point. At the turn of the 20th century, Boothbay Harbor was home to a large and productive fishing industry; now it is largely populated by seasonal residents and tourists.

The Bureau operates the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings, two piers, two running seawater systems, and a large number of research watercraft and automotive vehicles. Wet lab facilities include filtered, temperature-controlled water sources and adequate tank space for research on a wide variety of boreal plants and animals. The laboratory also operates a public aquarium and a multi-purpose library. Carpentry and machine shops are available for the fabrication, repair and maintenance of laboratory facilities, instruments, sampling gear, boats, marine engines and motor vehicles. The laboratory is equipped with a large number of PC-DOS micro-computers and two computer terminals linked to an IBM 370 mainframe computer at the University of Maine. There is an array of software, disc storage facilities, and plotting equipment. A large proportion of research programs at the laboratory use computer equipment and there is an ongoing computer training program for all of the staff. A word processor operator is available to serve the Bureau's needs. The Bureau is now addressing many issues of staff health and safety in the context of limited space and aging infrastructures.

Director's Office: The Director is responsible for long range strategic planning of laboratory research and facility development, initiation and development of research projects and programs, staff assignments, personnel supervision including performance appraisal, coordination and management of research and facility operations, quality assurance for research and other Bureau activities, and the Director assigns budgets and monitors expenditures.

Personnel: Staff are assigned tasks appropriate to their professional skills, knowledge, and abilities. Task statements and performance standards (TS/PS) are reviewed annually for each staff member and Annual Performance Appraisals are based upon these mutually agreed upon TS/PS.

Office of Technical Information and Public Services: The Office of Technical Information and Public Services (TIPS) answers marine oriented questions, by phone or by mail, for the industry and the general public. Printed materials are available, free of charge. The TIPS Office oversees the DMR public aquarium, which is open 7 days a week from Memorial Day through Columbus Day. This marine aquarium, which attracts approximately 107,000 visitors a year, features Gulf of Maine fish and

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information on Maine fisheries. Besides much interpretive material, the aquarium has public restrooms, a seaside picnic area and a spectacular view. Admission is free, hours are 8-5 Monday through Friday, and 9-5 weekends and holidays. We can no longer obtain seals for display purposes.

Another function of the TIPS office is the specialized marine library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library called the Fishermen's Lending Library is devoted to information on fishing gear, gear technology and fisheries production and is available to the fishing industry. It may be visited or accessed by mail. Books and videos may be borrowed for up to 3 weeks. Lists of titles and videos are available on request.

The TIPS office produces the monthly DMR page in Commercial Fisheries News; produces a yearly information display for the Fishermen's Forum in Rockport, Maine; and coordinates DMR efforts in the Marine Mammal Stranding Network.

Lobster And Crab Fisheries Division:

Sampling the Catch: Maine recognizes the socio-economic importance of its nearshore lobster fishery and the need to have current resource information for assessment purposes. Accordingly, since August 1966, DMR has gathered detailed catch and effort data along with associated biological information by means of a statistically rigorous commercial port sampling program. During 1989, the second year of four annual minimum size increases (1/32" carapace length), samples were collected from 281 lobster boats which landed catches at 49 randomly selected dealers located from Kittery to Culler. The total catch sampled weighed about 23 tons, was composed of 37,294 lobsters and was valued at \$108,871 (ex-vessel price). Findings from the survey included:

1. The 1989 catch-per-unit-effort values of .73 lbs./trap-haul and .18 lbs./trap-haul set-over-day are 5-15% higher than 1987 values, which is reflected by a 9.8% increase in 1988 lobster landing, (21.6 million lbs.);

2. Landed lobsters had an average carapace length of 88.6 mm (3.5 in.) and weight 550 g. (1.2 lbs.), which is very similar to the 1985-87 sizes;

3. 1988 prices/lb. averaged \$2.96 for hardshells, \$2.28 for softshells, and \$1.90 for culls;

4. The incidence of culls was 13.9% of which 5% and 9% had missing and regenerative claws, respectively;

5. 73% of the traps surveyed were constructed of wire, a 55% increase since wire traps were first noted in 1978;

6. 48.5% of the landed lobsters were females; and

7. New recruits (83-94 mm CL, .98-1.45 lbs.) comprised 90.7% of the catch.

Sea Sampling: In the fifth year of the sea-sampling program, 24 trips were taken aboard lobster boats fishing from the ports of Cape Porpoise (6), Boothbay Harbor (6), and Tenants Harbor (6). The total of all lobsters from all areas was 22,432 of which 5,375 legal-sized lobsters weighed 6,458 lbs. The sublegal to legal ratio was 3.00. Cull rates were 22.1% for sublegals and 15.1% for legals.

Of 333 berried females sampled 1985-89, 63.9% were v-notched. Conversely, only 16.3% of all v-notched females were egg-bearing.

Tagging: In addition to the dockside and at-sea surveys, lobster tagging studies in the Boothbay Region continued. Since 1979, 13,702 backtagged lobsters were released in the Boothbay Region. In 1988, 258 (25-80 mm CL) and 156 (12-24 mm) lobsters were tagged with spaghetti back and microwave tags, respectively. Commercial fishermen have reported a total of 798 legal-sized recaptures (47 in 1988). Considering that 90% of the returns were within 2 naut. mi. of the release site, only 2 lobsters moved more than 10 naut. mi., and the majority of the recaptures were new recruits (the size group comprising about 90% of the commercial catch), it appears that the bulk of the nearshore catch consists of lobsters that remain in coastal waters.

Supporting activities: Additional activities of the Lobster and Crab Fisheries Division have included: 1) a larval lobster survey; 2) a lobster tail meat validation study; 3) a gear selectivity study to assess vent size changes relative to a larger minimum size; 4) a bait attraction/avoidance study with rock crab, *Cancer Irroratus*; 5) a V-notch healing study; 6) investigating the practicality and feasibility of an aerial survey to estimate the number and distribution of lobster traps within a defined area; 7) furnishing information and advice to industry members regarding lobster diseases, shipment and storage, establishing new seawater systems and trouble-shooting existing systems; 8) referring manuscripts for various scientific journals, and 9) discussing various aspects of marine biology and lobster research findings/management with school groups, interested public, fishing industry members, and the news media.

Pelagic Fisheries Division:

HERRING STUDIES:

Transboundary Herring Study: In 1986 the Maine Department of Marine Resources and the Canadian Department of Fisheries and Oceans began a cooperative investigation of Atlantic herring in

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eastern Maine and southwestern New Brunswick where the resource is transboundary in nature and is a major source of raw material to the sardine industries of both the U.S. and Canada. During the first year of the investigation, spawning grounds were located and larval production and dispersal from the eastern Maine-Grand Manan Island were determined. A paper entitled "Origin and Dispersion of Larval Herring in Coastal Waters of Eastern Maine and Southwestern New Brunswick" was published in the Canadian Journal of Fisheries and Aquatic Sciences (Vol. 46, No. 4) in 1989.

In 1987, the second year of the investigation, the same year-class herring that was spawned in 1986, was surveyed as one-year-olds or "brit." Three surveys were conducted in May-June, July-August, and September-October from Casco Bay to the head of the Bay of Fundy. A single brit herring survey was conducted in the mid-coast region of Maine and in the Bay of Fundy in May-June 1988 and 1989. The results of these surveys have shown us where the brit were concentrated just prior to entering the fishery, have given us rough indices of relative abundance to compare with that of future year classes and have allowed us to follow the reproductive process from spawning to recruitment of a single year class of herring from our coastal Maine spawning group. An annual project report, completed in August 1988, summarizes these results.

Methods for preparing otoliths (ear bones) from brit herring were developed in 1987 and 1988 which are being applied in attempts to determine the spawning origins and degree of mixing of juveniles along the Maine and New Brunswick coasts.

Other work carried out in 1988 included an acoustic survey for adult herring which was conducted on the eastern Maine spawning ground in August and two larval herring surveys conducted in between Penobscot Bay and Casco Bay in September and October. The larval surveys were designed to further investigate the dispersal of larvae from the eastern Maine spawning ground and from spawning sites in Penobscot Bay. Some preliminary results that show the location of groups of spawning herring and give some estimates of their biomass are included in a report entitled "Acoustic assessment of herring the eastern Gulf of Maine 1988: Survey 2" (August 22-24, 1988).

Herring Age and Growth: The herring age and growth project is partially funded under a grant from the National Marine Fisheries Service, Woods Hole, MA. This research is of concern to both state and federal governments in their attempts to understand and manage the herring resource in the Gulf of Maine.

The age and growth study involved biological monitoring of commercial herring catches in New England and processing of samples from cruises conducted by the Northeast Fisheries Center (NMFS). Samples were processed for lengths, weights, sex, state of maturity, gonad weight, and age composition. All data were sent directly to NMFS, Woods Hole, for computer entry and storage. The Department of Marine Resources keeps copies of the data for use in management decisions, and will receive a statistical analysis of these data giving the age composition of each year's catch in tons and numbers of fish. These data provide the basis for the NMFS herring assessment.

DMR is no longer involved in the collection of herring catch and effort statistics. This project is now handled by the NMFS Statistical Office in Portland, ME. However, a DMR Research Reference Document entitled "Herring fishery catch and catch at age data" was produced as a joint effort of the two organizations in 1989.

Larval Herring Research: Larval herring belonging to the 1988 year-class were sampled during the fall and winter of 1988-89 at two inshore locations (Sullivan Harbor and the Sheepscot River) and in the spring of 1989 in the central region of the coast. The overall catch rate in the Sheepscot River was 1.65 larvae/100m³, compared with 0.99 the previous year; the Sullivan Harbor catch rate was 2.64, compared with 2.07 the year before. The spring catch rate was 1.34, compared with 0.28 in 1988. Both the 1987 and 1988 year-classes were atypical compared with earlier years. Larval abundance is normally higher in the Sheepscot River than in Sullivan Harbor, with peak catch rates in late October and/or early November. In 1988 and 1989, fall catch rates in the river were extremely low; the peak catch rate (5.4 larvae/100m³) was attained in early January. On the other hand, larval abundance along the central coast in the spring was high.

Larval herring otoliths (ear bones) were removed and examined microscopically in order to count daily growth rings, thereby providing a basis for aging individual larvae. The larvae were separated into age groups (cohorts) according to their ring counts for the purpose of determining the relative age structure of the 1988 year-class. Otoliths from over 1000 larvae were examined for aging purposes. Length data were also compiled for larvae caught during the 1988-89 sampling period.

Annual forecasts of catch at age 2 in the Maine sardine fishery are based on the information mentioned above, i.e., estimates of larval abundance during the fall, winter, and spring, the production and survival of individual cohorts, and the relative degree of early and late spawning. An attempted forecast for the 1988 fishery (1986 year-class) was inconclusive. A summary of the population dynamics

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of this year-class was presented at an early life history symposium in Norway in October 1988 and will be published in the proceedings of the symposium. It is also available in DMR Research Reference Document 89/7.

Additional information on the spawning locations and times for herring on the eastern Maine spawning ground was collected in 1988 and was used to complement similar information available for the years 1983-87. This information is summarized in DMR Research Reference Document 89/5 entitled "Spawning locations and times for Atlantic herring on the Maine coast."

Shrimp Resource Monitoring/Research: The shrimp project in 1988-89 continued monitoring the northern shrimp population in the western Gulf of Maine. The program this year consisted of three tasks: 1) sampling of the Maine commercial shrimp fishery; 2) participating in gear research and assessment activities of the Atlantic States Marine Fisheries Commission (ASMFC) Northern Shrimp Technical Committee (NSTC); and 3) planning a field research project which will be implemented in the summer of 1989.

The shrimp fishery sampling program consisted of the collection of catch and effort statistics and biological data from shrimp landings in the mid-coast area between December 1988 and May 1989. These data were compiled in a report and used in the annual shrimp stock assessment performed by the NSTC. The 1988 NSTC summer shrimp survey consisted of bottom trawling at randomly selected stations in the western Gulf of Maine using a fine-mesh shrimp research trawl. Estimates of catch per tow and length frequency were made for each station for shrimp and the finfish by-catch. NSTC gear research consisted of a comparison of the performance of a standard commercial shrimp trawl with two types of separator trawl designed to separate shrimp from juvenile finfish.

A proposal submitted to the National Undersea Research Center at the University of Connecticut in 1988 resulted in the funding of two days of dive time in a research submersible and a week of survey time with a remotely-operated underwater vehicle. Field work will be performed in the summer of 1989 in Jeffreys Basin. The objectives of this project are to determine if shrimp density, sizes, and distribution patterns vary on different bottom types and to use this information to improve estimates of shrimp year-class strength and biomass derived from the NSTC summer shrimp survey.

Environmental Monitoring: The environmental monitoring project provides Department scientists, researchers, and the public with accurate information on environmental variables affecting fisheries and marine resources in the Gulf of Maine. The project monitors atmospheric and oceanographic conditions at the Department's laboratory in Boothbay Harbor. Currently, records are maintained on eleven variables parameters: wind speed, wind direction, solar radiation, barometric pressure, sea surface temperature, tide level, salinity, relative humidity, precipitation, and air temperature. Most of this information is published and distributed in summarized form on a monthly basis. In addition, the environmental monitoring project assists in the acquisition and archiving of data sets available from other sources for the use of Department scientists.

The project's standard data acquisition and dissemination activities were maintained during 1989 and improvements made in the computerized processing and formatting of data. New graphics and statistical software became available and was instrumental in the development of monthly data summaries which are concise and informative. In addition, extensive repairs were made to equipment and lighting protection was upgraded. A continuous power supply system was obtained to mitigate the problem of power fluctuation and loss. These improvements in the data acquisition system have already proven their value by enabling continuous monitoring of environmental events during periods of brief power loss.

Fisheries/Health Division:

TOXICOLOGY:

Paralytic Shellfish Poison (PSP): Approximately 5,600 PSP assays were conducted in FY 90. FY 90 was a year of overall low levels of PSP. Extensive testing of ocean quahogs from the Jonesport area indicated that only low levels of PSP were present. Most of this area is now open to quahog harvesting. Most of the state remains closed to quahog harvesting due to our inability to certify their safety.

High pressure liquid chromatography (HPLC) continues to be a valuable research tool, which gives a better understanding of PSP toxins than the FDA approved mouse bioassay. At this time HPLC has not been used for large scale PSP monitoring programs because shellfish extracts are difficult to purify and because of shortages of pure reference toxins. With increasing numbers of PSP toxins being isolated, 18 to date, the need for sufficient pure toxins and their relative mouse calibrations is increasingly evident. It will require further modifications of the HPLC method for it to replace the mouse bioassay.

Diarrhetic Shellfish Poison (DSP): DSP continues to be a restriction to the marketing of Maine oysters in the Netherlands. Maine is continuing to investigate the best method for monitoring for DSP.

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Amnesic Shellfish Poison (ASP: Domoic Acid): Maine is conducting a limited monitoring program, in cooperation with the USFDA lab in Boston for domoic acid. During FY 90, only trace levels have been found in mussels. The USFDA has accepted the interim standard in Canada of 20 ppm of domoic acid. Domoic acid in shellfish continues to present a potential public safety problem. Little is known about temporal and spatial variations in domoic acid concentrations in Maine shellfish, and their overall significance to public health.

Bacteriology:

Lobster Shell Disease Survey: During January of 1990 a questionnaire was sent to forty-five members of the Maine Lobster Pound Association and one hundred twenty five lobster dealers to document the impact of shell disease within Maine's lobster holding facilities. The scope of shell disease in these facilities has been shown to be a significant problem, particularly for pound keepers. Maine's lobster dealers and pound keepers are taking into consideration and applying the necessary preventative measures to control shell disease.

Collaboration with other investigators: (1) Assisted in PSP sampling and processing; (2) Assisted Anadromous Division with health inspection of Connecticut River shad prior to transportation to Maine waters; (3) Assisted University of Maine pathologists with fish health exams at four Maine fish cultural facilities; (4) Sampled *Codium fragile* for a U. Miami phycologist; (5) Assisted a Bigelow Lab Scientist with EM investigation of Scallop Abscess Disease; (6) Assisted Northeastern University investigator with fungus outbreak in lamprey stocks; (7) Assisted Bigelow Lab researcher during Gulf of Maine herring cruise.

Importations/Transportation Permits: A total of 35 permits were processed to assure that the smolts that were transferred to sea pen cages were healthy and not a danger to the health of our marine resources. Over 2.5 million young salmonids were moved during the spring of 1990.

Pathology:

Continuing Investigations: Slides of lobster hemolymph and hepatopancreas smears from past mortalities were re-examined for the presence of ciliates. Histosections of soft-shell clams from the Tred Avon River, Maryland from 1961 and 1962 were examined and restained, when necessary, for evidence of disseminated sarcomas. VEN (viral erythrocytic necrosis) studies continued, involving salmon, alewives and herring.

Investigations of Diseases/Mortalities: Moribund lobsters submitted by several dealers were diagnosed as having died of "red tail": *Aerococcus viridans* infection. Lobsters from a Kennebunkport dealer were found to be heavily infected by bacterial shell disease. In addition, lobsters from Southport Island and Small Point holding pounds were found not to be dying from red tail, as suspected, but from a severe ciliate infestation. Transmission experiments are continuing on this problem, as well as examining the hemolymph of rock and green crabs as a possible vector of these parasites. American oysters being cultured at the Darling Center, University of Maine, and from several aquaculture lease sites on the Damariscotta River are being processed and examined for the presence of MSX, a haplosporidan species responsible for extensive mortalities along the eastern coast of the United States. European oysters from the Bethel Point area are being examined following reports of extensive mortalities in that area. Gross and histological examinations were conducted on Atlantic surf clams, *Spisula solidissima*, from Nantucket Shoals, ocean quahogs, *Arctica islandica*, from Rhode Island and Stimpson's surf clams, *Spisula polynyma*, from Stellwagen Bank for the aquaculture industry.

Collaboration: 1) Consulted with and exchanged histological preparations of American oysters and soft-shell clams with scientists at Rutgers University Shellfish Research Laboratory and the Smithsonian Institution's Registry of Tumors in Lower Animals; 2) Assisted with PSP sampling; 3) Collected and obtained blood from horseshoe crabs for a researcher in Houlton, Maine; 4) Collaborated with University of Maine scientists on oyster and lobster disease work; 5) Consulted with a Bigelow Lab scientist regarding environmental pollutant data and pathological conditions found in fish and shellfish in Casco Bay; 6) Assisted in fish health exams at two Maine fish cultural facilities; 7) Reviewed and evaluated a research proposal for the UM/UNH Sea Grant College Program regarding the use of anti-idiotypic antibodies as potential vaccines, diagnostic reagents and research probes for aquatic bivalviruses; 8) Reviewed and evaluated a manuscript submitted for publication to the Journal of Shellfish Research regarding a new disease in Bay Scallops in the Canadian Maritimes; 9) Provided new information and diagnostic help regarding ciliate disease in lobsters to a private consultant; 10) Advised the Oil Bureau of the DEP on metal levels in Maine soft-shell clams and pathological effects of same.

Physiology:

The study to determine the effects of toxic algae on bivalve mollusks is continuing. A comprehensive study to assess the susceptibility of oysters *Crassostrea virginica* and *Ostrea edulis* to paralytic shellfish toxins has been completed. In addition a comprehensive review of the effects of toxic algae blooms on

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shellfish aquaculture has been published. A collaborative study is being carried out between DMR and Canadian DFO scientists to assess the seasonal uptake, sequestering and transformation of paralytic shellfish toxins by the scallop *Placopecten magellanicus*. Preliminary results of these studies were presented at the annual meeting of the National Shellfisheries Association and the World Aquaculture Society.

A study of the effects of toxic algae on juvenile shellfish was funded by the Maine Aquaculture Innovation Center. Funds have been received from the New England Fisheries Development Association to study the effects of toxic algae on *Spisula* and *Arctica*.

Scallops (Placopecten magellanicus): A comprehensive bibliography of information on giant scallop is in preparation.

Benthic and Demersal Fisheries Division:

MARINE WORM RESEARCH:

The objectives of this program are to understand the biology, ecology and population dynamics of Maine's two commercially harvested baitworms, the sandworm (*Nereis virens*) and the bloodworm (*Glycera dibranchiata*), in order to successfully manage this multimillion dollar resource. The marine worm program's activities for the preceding year can be divided in the following categories: 1) industry requests, problems and concerns; 2) resource data collection; and 3) studies of the life history, ecology, anatomy and physiology of the bloodworm, *Glycera dibranchiata*.

Minimum Size: Another issue which has repeatedly surfaced since the inception of the marine worm program 20 years ago is a minimum size requirement for bloodworms as a means of conservation. The possibility of employing size restrictions have been extensively examined numerous times with negative results. For soft-bodied organisms, such as these, it is almost impossible to set and enforce standards since length and weight are salinity dependent. The reproductive strategy of the bloodworm and sandworm must also be considered in management plans of these species. The worms reach a certain age at which they become sexually mature, spawn and die. Neither species spawn more than once. Therefore, regardless of size, if a worm is harvested prior to spawning, which it must for a marketable product, it cannot provide new recruits to the community. Theoretically, the size at which the worm is harvested is unimportant. Once it is removed from the population it cannot reproduce. Before any conservation measures can be employed, worm migration and local movement must be determined (see below).

Landings: Marine worm landings data and dealer lists are continually updated. The dealer list is of use when people contact DMR regarding where they may purchase worms.

Feeding: Feeding studies have been completed to determine how *Glycera* feeds and what it feeds upon. Clarification of the feeding behavior of the bloodworm is necessary before restocking of commercially productive bloodworm areas is possible. The marine worm industry has expressed considerable interest in restocking commercially viable intertidal regions. If appropriate food items are not available at the transplant site, the bloodworms may migrate from the area thus wasting time and resources. Knowledge of the dietary habits of bloodworms would enable managers to identify likely habitats and possible transplant sites for future cultivation.

Other Research: Extensive literature reviews were conducted during the past year to keep abreast of polychaete research. Numerous public inquiries about the worm industry and how it functions have been answered. Lectures have been delivered to student and other groups on DMR's worm research.

Mussel Seed Conservation and Management: As part of the DMR mussel regulations (Chapter 12), Seed Mussel Conservation Areas have established in the following locations: Jordan River, Trenton/Lamoine; West Bay, Gouldsboro; Narraguagus Bay, Milbridge/Harrington; and Harrington River, Milbridge/Harrington. The purposes of the conservation program are to provide a consistent source and supply of quality seed mussels for grow-out on leased bottom sites, and lend insight into the relationship of percent of crop removal and occurrence of seed sets. During the past year, the conservation areas, each of which represents a large mussel population and has demonstrated consistent seed sets, were assessed for determination of mussel size, density, standing crop, and environmental conditions. An aerial photography/computer digitizer method, used in conjunction with mussel samples collected at the areas, was utilized for determining an estimate of volume of mussel stocks at the sites. Additionally, harvesting permits were issued through the seed harvesting permit system. By monitoring the volume of seed mussels harvested and preventing the complete removal of the standing crop, thereby encouraging future seed sets, DMR intends to provide long-term conservation and management of these productive areas.

Groundfish Ecology: A project entitled ecology of groundfish along the coast of Maine was initiated during this last year. The project is supported by state monies and federal funds made available through the Sportsfish Restoration Act. The project has been conceived of as a five year program with a series of different jobs. These jobs include: 1) Sea sampling on charter sports fishing boats, 2) Compilation of data from the Gulf of Maine on groundfish spawning grounds, location of these grounds

MARINE RESOURCES

and information on the fecundity of the various species of fish, 3) Documentation of the occurrence of juvenile fish along the coast and 4) Mapping selected fishing grounds, in conjunction with the Maine Geological Survey, using sidescan sonar.

In the first year of the study an inventory of charter fishing boats was made. Twenty-five boats were identified as charter boats working out of Maine ports. A limited sea sampling program was also initiated in the first year. Four boats were sampled although all twenty-five boats were contacted via telephone and a questionnaire. A series of "fish facts" were prepared for boat operators that document any fishing regulations and pertinent biological information on the more popular sports fish species. These fish facts were also available to interested public at the Bangor and Augusta Sportsman shows.

A report was prepared, based on information in the scientific literature and departmental data files, on the age/length at maturity, fecundity, spawning areas and seasons for eight of the most important recreational groundfish species in the Gulf of Maine. This information was incorporated into the fish facts sheets described above.

Survey methods and methods of capture of juvenile fish were reviewed and a limited sampling program was initiated. Fish traps were deployed at select locations on the Boothbay peninsula and a 1.5 meter push net was evaluated with regard to its ability to capture juvenile fish. A more extensive and systematic program of sampling is planned for future years of the study.

The physical structure of the Inner Kettle, a fishing ground extending seaward from the Sheepscot Bay that is of both commercial and recreational importance, was surveyed using the R/V ARGO-MAINE. A detailed bathymetric map was created and sidescan data compiled. A preliminary version of these data was displayed of the Gulf of Maine Conference and copies of the chart were available at the Fisherman's Forum and sportsman shows in Bangor and Augusta.

Commercial Sampling Program for Sea Scallops: A commercial sampling program for catch/effort and adductor meat weight frequency information was conducted for the inshore sea scallop (*Placopecten magellanicus*) fishery along the Maine coast during the winters of 1986-1987, 1987-1988 and 1988-1989. Biological samples and interview information was collected from inshore boats landing their catches at 40 dealer locations between Portland and Eastport, Maine between December 1 and March 31, of each year. Catch and effort data collected from each boat included length and horsepower of vessel, fishing area, depth fished, away time, fishing time, gear description, lbs. and value of catch, man-hours fished, lbs. landed/ft. dredge-width/hr. towed, lbs. landed/sq. ft. dredge-opening/hr. towed, value/tow-hr., value/man-hr., value/ft. dredge-width/hr. towed, and value/sq. ft. dredge-opening/hr. towed. Information collected from all boats show that chain sweeps were more efficient than rock drags. Catch/effort values increased during the 3 winters: (1.28 lbs./ft. dredge width/hr. towed 1986-1987; 2.50 lbs./ft. dredge width/hr. towed 1987-1988; 2.95 lbs./ft. dredge width/hr. towed 1988-1989). Scallops meat weight frequency distributions were typically skewed and one-tailed with the majority of the meats in the smaller weight sizes. Mean meat weights were 22.08 gms. (1986-1987), 17.89 gms. (1987-1988), and 17.40 gms. (1988-1989). The sampling program was discontinued during the winter of 1989-1990 because it was considered low priority and a need existed for substantial cost savings measures.

Collection of Landings Data: DMR's port agent coordinated data collection, the compilation of fisheries landings information, and the collection of biological herring samples, with the National Marine Fisheries Service (NMFS) port agents in Rockland and Portland. The DMR's port agent collected commercial fisheries landings data from dealers and other commercial sources in Knox, Waldo, and Hancock Counties. Data collection sources are reviewed annually and updated.

The exchange of commercial landings information is beneficial to both the state and federal government. Landings information collected by DMR and NMFS are integrated in the formation of the Maine Landings report. This report aids the fishing industry in making plans for expansion based upon what future marine species might be available for commercial harvest. The landing information is also used in deriving state-federal matching funds available for research needs.

Juvenile Bluefish Study: A three year study of the distribution, size, frequency composition, schooling behavior, feeding habits, and the stock of origin of juvenile bluefish (*Pomatomus saltatrix*) captured in the Marsh River (Newcastle, Maine) was initiated on May 1, 1990. Data collection will commence the week of June 17-23, 1990 and continue through September 30, 1990.

Larvae of Caridean Shrimp: Larvae of caridean shrimp have been collected in Sheepscot Bay in plankton tows from 1979-1984, and 1989. Approximately 100,000 larvae, represented by three families, eight genera, and 12 species have been identified and their developmental stage noted.

Sheepscot Bay is an important spawning and nursery area for many marine species and as little has been written about the caridean larvae of this region, with the exception of the commercially important *Pandalus borealis*, a manuscript is being prepared to recount the seasonal occurrence, development, vertical distribution, and certain taxonomic characteristics of these larvae.

MARINE RESOURCES

Research Services Division: COMPUTER OPERATIONS:

The Research Services Division provides computer hardware and software support for the Department of Marine Resources and the Bureau of Marine Sciences. Services include programming, training, and assistance in all phases of computer operations. The division is responsible for operation and maintenance of 14 personal computers and the research laboratory's dedicated linkage to the University of Maine mainframe computer.

The Division also assists project and program staff in computer program selection data entry, database design, statistical analyses and training programs. Other services include data recovery, the correction of hardware and software problems, and assistance with data storage hardware.

PUBLICATIONS:

The Marine Resources Laboratory operates a "Fishermans Library" as part of their overall library facilities. Books and articles on various aspects of fishing are available on a library loan basis to the general public.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,719,245	1,111,222	278,488		329,535	
Health Benefits	152,600	96,305	26,057		30,238	
Retirement	336,262	221,573	54,050		60,639	
Other Fringe Benefits	12,432	8,255	2,214		1,963	
Other Contractual Service	544,076	309,943	132,140		101,993	
Rents	4,143	3,933	103		107	
Commodities	164,888	137,596	10,357		16,935	
Grants—Subsidies—Pensions	13,216	12,782			434	
Equipment	171,532	50,193	87,816		33,523	
Interest—Debt Retirement	281	250	1		30	
Transfers to Other Funds	19,629		9,877		9,752	
TOTAL EXPENDITURES	3,138,304	1,952,052	601,103		585,149	

MARKETING ADVISORY

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou
Mail Address: P.O. Box 145, Caribou, Maine

Telephone: 498-6130
Recorder: 800-462-8818

Established: September 23, 1983

Reference: Policy Area: 01; Umbrella: 92; Unit: 463; Citation: 7 M.R.S.A., Sect. 1008B

Average Count—All Positions: 1

Legislative Count: 1

PURPOSE: The Maine Marketing Advisory Board advises the Commission on operation of the Maine Potato Price Stabilization Program, an initiative designed to reduce destructive price competition in potato marketing and reduce highly variable short run pricing of potatoes.

ORGANIZATION: The Board consists of five members; three representing first handlers of Maine round white potatoes and two representing Maine potato dealers. Committee members are appointed by the Commissioner from lists of nominees provided by the Maine Potato Board.

PROGRAM: The Price Stabilization Program was amended by the 111th Legislature in its second regular session (see P.L. 1984 Chapter 829) to eliminate mandatory minimum prices and provisions requiring licensing of first handlers of Maine round white potatoes.

Under this program, newsletters are mailed weekly to 950 grower/packers in the potato industry and are a very valuable marketing tool for potato producers. These newsletters provide up to the minute pricing information from all the major potato areas across the country and supplies the reasons for any recent changes in price. Growers are also kept abreast of current market conditions and are provided with an analysis of market trends and consumer preferences. In addition growers are made aware of acreage and production changes in major areas, U.S.D.A. reports are analyzed so that producers are aware of what impact all the numbers will have on their farming operations.

This program also provides a pre-recorded message to growers that is updated twice daily. Recordings are on an eight hundred phone line (800/462-8818) and report current market conditions and prices from all over the country as well as suggested minimum prices that growers should receive from dealers.

PUBLICATIONS:

Weekly Newsletter to potato growers, free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are included with those of the Bureau of Agricultural Marketing.

MAINE MARITIME ACADEMY

THE HONORABLE JOSEPH SEWALL, PRESIDENT, BOARD OF TRUSTEES
THE HONORABLE KENNETH M. CURTIS, PRESIDENT

Central Office: Castine, Maine
Mail Address: Castine, Maine 04420

Telephone: 326-4311

Established: 1941

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 175

Legislative Count: N.A.

Organizational Units:

Board of Trustees
Board of Visitors
Office of the President
Training Division

Academic Division
Administrative Division
Student Affairs Division
External Services Division

PURPOSE: Maine Maritime Academy is a college specializing in ocean and marine oriented programs at the undergraduate and graduate level, with emphasis on engineering, transportation, management, and ocean studies, as well as preparing officers for the merchant marine and the uniformed services of the United States. The Mission of the college is to provide an educational environment which stimulates intellectual curiosity, fosters professional competency, encourages rigorous self-discipline, and develops leadership potential through a learning environment which emphasizes active student involvement in both the curricular and co-curricular educational process. The college provides public service to the State while perpetuating Maine's heritage of the sea.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational units above.

Under the policy guidance furnished by the Board of Trustees, the President of the Academy is the principal executive, being assisted by five division heads, each of whom oversees their respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of \$100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of \$4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment projections in the summer of 1989 total 600. Of this number, 84 are seniors, 132 juniors, 126 sophomores, 190 freshmen, and 68 graduate students. The student body includes 35 women. Students from the State of Maine represent 60 percent of the total. Other students come from 25 states and 10 foreign countries. The Bachelor of Science degree was awarded to 80 students in April 1990. Associate in Science degrees went to 13 students, with Master of Science degrees to 15.

Nearly 100 percent of the Class of 1988 found professional employment within six months of graduation, in a wide range of marine and non-marine related companies. Twenty-one members of the Class of 1990 accepted active duty commissions in the U.S. Navy and one in the U.S. Coast Guard.

The annual training cruise was conducted in the months of May and June aboard the T.V. *State of Maine*. Ports of call included Charleston, S.C.; Bridgetown, Barbados; St. George, Bermuda; New Orleans, LA; and, Baltimore, MD.

In order to serve the growing pleasure boat and small craft commercial industries, the Academy expanded its curriculum in 1988 to include two-year programs in Yacht Operations/Boatyard Management

MARITIME ACADEMY

and in Yacht and Small Craft Naval Architecture. The first degrees in these majors were conferred in April 1989, and all graduates had job offers, ranging from Maine to Florida.

At the Bachelor of Science degree level, Power Engineering Technology supplements the traditional marine engineering majors. This course of study prepares graduates for positions as plant engineers, operating engineers, and plant managers in the shoreside power production industry.

The Academy makes a significant contribution to marine research on the Gulf of Maine by operating the 80-foot oceanographic research vessel *Argo Maine*. This vessel is operated in cooperation with the University of Maine, Maine Department of Marine Resources, Maine Geological Survey, and Bigelow Laboratory for Ocean Sciences. The Academy also owns and operates the historic Arctic schooner *Bowdoin*. She provides training for students leading to an auxiliary sail license, aids in student recruitment and public information, and serves as an enduring symbol of Maine's seafaring heritage.

On Course for Greatness: The Campaign for Maine Maritime Academy was launched in January 1989. With a goal of \$10 million, this fund drive is the most ambitious ever attempted by a maritime college in the United States. As of June 1990, 85 percent of the goal had been achieved.

Collective bargaining came to the Academy during the 1988-89 academic year, with the Maine State Employees Association representing faculty, staff, and classified employees. At the close of fiscal 1990 the Academy had reached tentative contract agreements with all three units.

LICENSES, PERMITS, ETC.

Bachelor of Science degree.

Master of Science in Maritime Management.

Associate in Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
<i>Maine Maritime Academy—The Formative Years 1941-1966</i> by Howard C. Jordan	\$5.00
Maine Maritime Academy Viewbook	(no charge)
Cruise Planning Manual for the Research Vessel <i>ARGO MAINE</i>	(no charge)
Maine Maritime Academy Review	(no charge)

FINANCES, FISCAL YEAR 1990: Was not received by the agency in time to be included in this submission.

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Telephone: 289-2727

Established: 1975

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 92; Unit: 359; Citation: 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories. The Commission advises on the enactment of appropriate rules and standards for laboratories, and may suggest changes in law.

ORGANIZATION: This Commission of seven professionals, three consumer members and the Chairperson oversees the application of the Maine Medical Laboratory Act. Members are appointed by the Governor for three year terms, with staggered expiration dates. Support is provided by staff from the Department of Human Services' Public Health Laboratory.

PROGRAM: During FY 90 the Commission met once and conducted business by mail on several occasions. The number of licensed laboratories is now 22, an increase of 3 over the previous year.

1989 saw the enactment of legislation concerning labs performing maternal serum alpha-fetoprotein screening and lab services performing health screening tests. During 1989/90, rules were promulgated concerning health screening laboratory services, but time constraints prevented completion of rules regarding maternal serum alpha-fetoprotein testing. In addition, the new requirements of the Federal Clinical Laboratory Improvement Act of 1988 and its effect on State regulatory programs are leading to additional workload within the laboratory regulatory programs.

LICENSES, PERMITS, ETC.:

License:

- Private Medical Laboratory
- Health Screening, Laboratory Service

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$1,000.00 in FY 90 and are, by administrative decision, included with those of the Bureau of Health, Department of Human Services.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

ROBERT W. GLOVER, PhD, COMMISSIONER

RONALD S. WELCH, Associate Commissioner, Programs

RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; Floor: 4

Telephone: 289-4200

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1939

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 191; Citation: 34B M.R.S.A., Sect. 1201

Average Count—All Positions: 2,671.5

Legislative Count: 2,627.5

Organizational Units:

Bureau of Mental Health
Bureau of Mental Retardation
Affirmative Action Office
Office of Advocacy
Bureau of Children with
Special Needs
Public Information Office
Office of Community
Support Systems
Division of Planning and
Management Information

Division of Quality Assurance
Residential Treatment Centers Advisory Group
Development Disabilities Office
State Planning & Advisory Council on
Development Disabilities
Maine Committee on Problems of the Mentally
Retarded
Maine Advisory Committee on Children with
Special Needs

PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for persons with mental illness and developmental disabilities by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine.

Its mission is to support and empower individuals and families to enjoy an improved quality of life through effective stewardship of public resources.

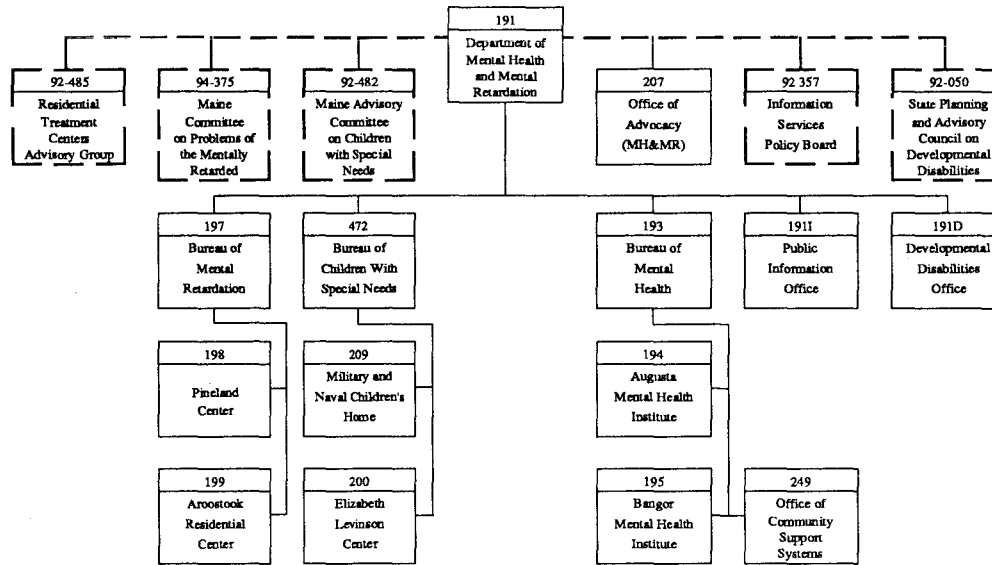
The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management of research, quality assurance and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of Mental Health, Mental Retardation and Children's Services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the department's planning and decision-making processes.

Within the central administration the Commissioner provides the overall policy direction to each bureau and facility and the department's management infrastructure; the Associate Commissioner for Programs provides planning and policy direction for programs and services offered through the Department's Bureaus and institutions or contracted for through private agencies. The Associate Commissioner for Administration is responsible for all of the department's financial affairs as well as personnel and employee relations.

PROGRAM: Specific program information pertaining to FY 89 is included in separate reports prepared by the Department's subdivisions.

**ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
UMB 14**



Approved by the Bureau of the Budget

MENTAL HEALTH AND MENTAL RETARDATION

CONSOLIDATED FINANCIAL CHART FOR FY90 DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,976,926	57,191,947	289,197		495,782	
Health Benefits	5,468,008	5,391,703	35,132		41,173	
Retirement	12,430,421	12,273,264	56,958		100,199	
Other Fringe Benefits	625,298	616,418	3,412		5,468	
Computer Services—Comm	10	10				
Computer Services—State	74,971	73,807			1,164	
Other Contractual Service	8,939,370	8,384,666	280,622		274,082	
Rents	381,648	356,732	21,443		3,473	
Commodities	4,431,100	4,274,241	143,843		13,016	
Grants—Subsidies—Pensions	46,040,573	41,372,675	887,921		3,779,977	
Buildings and Improvement	853,860	642,009	19,660		192,191	
Equipment	836,439	766,561	12,559		57,319	
Interest—Debt Retirement	5,110	5,001	43		66	
Transfers to Other Funds	29,566		9,699		19,867	
TOTAL EXPENDITURES	138,093,300	131,349,034	1,760,489		4,983,777	

MENTAL HEALTH AND MENTAL RETARDATION

LICENSES, PERMITS, ETC.:

License:

Aroostook Mental Health Center
Valley AMI Center
Community Health & Counseling Services
St. Michael's Center (DHRS)
The Together Place, Inc.
Families United of Washington County
Kennebec Valley Mental Health Center
Motivational Services, Inc.
Kennebec Valley Regional Health Agency
Crisis and Counseling Centers, Inc.
Youth & Family Services, Inc.
Tri-County Mental Health Services
100 Pine Street Area IV MHC
Spurwink School
Western Maine Counseling Services
Amity Center
Shalom House, Inc.
Ingraham Volunteers
Holy Innocents
Community Counseling Center
Marriage & Family Counseling
York County Counseling Services, Inc.
Bath-Brunswick Mental Health Association/Shoreline Care Systems
Mid-Coast Mental Health Center
Home Counselors, Inc.
Androscoggin Home Health
Creative Health Foundation
DHRS
Encore Program
Goodwill Industries
RAFTS
Washington County Psychotherapy Associates
YWCA
The Homestead Project, Inc.
Sweetser Children's Home
Child Health Center
Fish River Valley Assoc.
Northeast Occupational Exchange
Visiting Nurses of Southern Maine
Youth & Family Services

PUBLICATIONS:

Refer to Specific Program areas for details.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MENTAL HEALTH AND MENTAL RETARDATION

DEPARTMENT OF MENTAL HEALTH & MENTAL RETARDATION (Chief Administrative Unit)	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	2,501,690	2,501,690				
Health Benefits	176,480	176,480				
Retirement	480,958	480,958				
Other Fringe Benefits	16,927	16,927				
Computer Services—State	21,254	21,254				
Other Contractual Service	1,128,946	1,128,946				
Rents	91,720	91,720				
Commodities	2,241,855	2,241,855				
Grants—Subsidies—Pensions	43,500	43,500				
Buildings and Improvement	590,511	570,851	19,660			
Equipment	162,204	162,204				
Interest—Debt Retirement	1,120	1,120				
TOTAL EXPENDITURES	7,457,165	7,437,505	19,660			

OFFICE OF ADVOCACY (MH & MR)

RICHARD A. ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4223

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34-B M.R.S.A., Subsec. 1205

Average Count—All Positions: 14

Legislative Count: 14

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et seq.*).

ORGANIZATION: Advocacy services were created administratively in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

Presently Pineland, AMHI, BMHI and the Levinson Center each have an advocate. In addition, there are seven community advocates for persons with mental retardation who reside in the community. One community advocate position is split half-time at the Levinson Center.

The seven community advocates and the advocate at Pineland: (1) investigate allegations of abuse, exploitation, and neglect pertaining to persons with mental retardation; (2) approve and monitor the utilization of aversive behavior modification plans both at Pineland and in the community; (3) represent clients at inter-disciplinary team meetings at which programs for treatment, services, and goals are planned, developed and recorded; and (4) review policies and actions of the Bureau's regional offices and at Pineland suggest ways to better deliver high quality care to persons with mental retardation.

The two institutional mental health advocates: (1) investigate allegations of abuse, mistreatment, and neglect; (2) assist in the investigation and resolution of patient grievances; (3) attend treatment team meetings to aid in having the patient's treatment desires met; and (4) review policies and practices to advocate for humane care at the hospitals.

The Office of Advocacy administers a contract under which civil legal services may be provided to clients and patients of the Department.

MENTAL HEALTH AND MENTAL RETARDATION

PROGRAM: The Office of Advocacy has provided assistance or information to upwards of 2,000 mentally ill and/or mentally retarded clients through investigations of alleged abuse, review of aversive programming, representation of clients at Interdisciplinary Team Meetings, and Pupil Evaluation Team meetings. The Office has been actively involved in the implementation of regulations assuring mentally ill patients' rights, and actively enforces those rights. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general through helpful systematic changes.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

Rights of Recipients of Mental Health Services, free, obtainable from the Chief Advocate, State House Station #40, Augusta, Maine 04333, or either of the two institutional advocates.

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations, "Rights of Recipients of MH Services," are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ADVOCACY (MH&MR)	TOTAL FOR ALL	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	FUNDS					
EXPENDITURES						
Salaries and Wages	270,443	270,443				
Health Benefits	20,145	20,145				
Retirement	52,709	52,709				
Other Fringe Benefits	2,269	2,269				
Other Contractual Service	24,606	24,606				
Commodities	623	623				
Grants—Subsidies—Pensions	1,229	1,229				
TOTAL EXPENDITURES	372,024	372,024				

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle
Mail Address: Box 1285, Presque Isle, Maine 04769

Telephone: 764-4104

Established: 1972

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 199; Citation: 34-B M.R.S.A., Sect. 5403

Average Count—All Positions: 23

Legislative Count: 23

PURPOSE: The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

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Specific objectives include the provision of the following:

- A. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
- B. Transitional programming for Pineland Center residents who are returning to Aroostook County;
- C. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
- D. Independent living training to help individuals live in their own apartments; and
- E. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a multi-disciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 16 years or older and experiencing behavioral adjustment difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 50% of the Center's operating costs.

These services have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

The Center is the only Maine residential facility nationally accredited by the Accreditation Council on Program for Persons with Developmental Disabilities (ACDD).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	504,363	504,363				
Health Benefits	38,752	38,752				
Retirement	112,594	112,594				
Other Fringe Benefits	5,219	5,219				
Other Contractual Service	81,216	81,216				
Rents	1,190	1,190				
Commodities	16,558	16,558				
Grants—Subsidies—Pensions	124,092	124,092				
Equipment	4,003	4,003				
Interest—Debt Retirement	5	5				
TOTAL EXPENDITURES	887,992	887,992				

AUGUSTA MENTAL HEALTH INSTITUTE

WILLIAM J. THOMPSON, INTERIM, SUPERINTENDENT

Central Office: Hospital Street, Augusta
Mail Address: Box 724, Augusta, Maine 04330

Telephone: 289-7200

Established: 1834

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 194; Citation: 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 880.5

Legislative Count: 858.5

Organizational Units:

Admission Unit
Young Adult Unit
Adult Unit
Older Adult
Pre-Discharge Unit
Forensic Treatment Unit
Adolescent Unit
Alternate Living Program
G.R.O.W. Workshop Programs

Senior Rehabilitation Unit
Nursing Home
Evaluation/Research
Staff Development
Hospital and Business Services
Health Sciences Library
Professional Consultants
Nursing, Social Work
Psychology, Rehabilitation Services

PURPOSE: The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment in a hospital setting to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment and/or rehabilitation; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere. The demand for mandated services is such that voluntary admissions have to be refused, delayed or diverted to assure suitable accommodations for those most in need. In some cases, the lack of appropriate community alternatives requires that Augusta Mental Health Institute accept additional acute patients on a voluntary basis.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role. It stands today as a necessary and valuable part of the comprehensive mental health system which provides a broad range of services to Maine residents.

The Augusta Mental Health Institute is organized on a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional units is responsible for the total treatment and rehabilitation of its patients:

- A. Admission Unit: The 27-bed unit is primarily an intensive assessment, diagnostic and crisis intervention service, offering short term treatment such as chemotherapy, group therapy, activity therapy, and occupational therapy. Except for forensic patients and adolescents, approximately 50% of our patients are discharged within 7-9 days. This rapid stabilization and discharge function requires carefully planned aftercare services which are provided by various mental health agencies throughout the state.
- B. Forensic Treatment Unit: At present, the 27-bed Forensic Unit is divided into an 6-bed high security section and a 21-bed medium security section. The 6-bed section provides short term intensive diagnostic and treatment services in a secure setting for individuals referred from the courts for observation, care and treatment and for civil admissions from state and county

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correctional facilities. Those found Not Guilty by Reason of Mental Disease or Defect or Incompetent to Stand Trial are generally treated on the medium security area unless otherwise indicated. The staff of this Unit monitor all legal hold patients, regardless of treatment unit or release status.

- C. Adult Program: This 35-bed program focuses on treatment and social intervention to adult psychiatric patients up to age 45. Most patients in this program are being served in a long term outpatient or community based programs with occasional inpatient episodes being necessary.
- D. Young Adult Program: A 20-bed short term intensive psychiatric program designed to meet the needs of patients 18-30 years of age. Many of these patients are best described as the young chronic mentally ill with the special problems of substance abuse and other social problems.
- E. Adolescent Unit: This 12-bed unit provides comprehensive diagnostic and treatment services in an inpatient setting to all those mentally ill Maine youths (ages 12-17) whose problems have not or cannot be resolved through less restrictive alternatives in the community.
- F. Older Adult Program: A 41-bed milieu program for clients over 52. This program focuses on remotivation, improvement in basic functional skills and is individualized by additional treatment modalities specific to assessed needs. Services accommodate the needs of the head injured and hearing impaired who are part of this program.
- G. Pre-Discharge Unit: Closely aligned with the Alternative Living Program, this unit houses patients needing little structure and supervision and emphasizes those skills related to living independently or in less structured group living situations. This unit also has the capacity to expand or contract as our patient population and staffing dictates. Services accommodate the needs of the head injured and hearing impaired who are part of this program.
- H. Alternative Living Program: The Alternative Living Program consists of seven houses or apartments on the grounds with a capacity of 40 patients. Each house provides a small, supportive, homelike group setting which more closely parallels the experiences that the patients are likely to encounter in the community. The goal for the individual is to reach the highest level of independent functioning possible, with the ultimate goal being community integration.
- I. Rehabilitation Services: A multi-disciplinary group of action oriented therapies that provide a means for individuals to go from a dysfunctional to a functional state. Occupational therapy, recreational therapy, movement/dance therapy and art therapy, are among those professions currently represented at AMHI under the umbrella of Therapeutic Activities. Adult educators are available to provide skill development, formal academic training and many leisure time skill enhancement courses.
- J. G.R.O.W. Workshop: This comprehensive workshop program utilizes any funds generated over and above the wages paid to workshop clients to expand rehabilitation opportunities. Clients with disabilities comparable to those of AMHI patients are referred from the community mental health centers, Divisions of Vocational Rehabilitation, Bureau of Mental Retardation and other mental health related agencies. By extensive utilization of this modality, patients who would have remained untreated or whose treatment may have been inappropriate and ineffective have reentered the world of productive employment in varying degrees of self-sufficiency.
- K. Nursing Home Unit: Patients residing on this 70 bed ICF Unit show substantial physical and behavioral impairment. Their level of disability is generally such that management outside the hospital nursing home setting is not feasible. Previously, some work had begun in providing consultation to community nursing homes so that they might be better able to manage individuals with behavioral complications which compound their medical needs. It is expected that this consultation program will be expanding. The AMHI Nursing Home (Greenlaw) is fully Medicaid certified.
- L. Senior Rehabilitation Unit: This particular program was developed during FY 89 in response to the growing number of "frail elderly" individuals residing on psychiatric units where the full range of their medical and psychiatric disabilities could not be adequately addressed. The Senior Rehabilitation Unit has a 37 bed capacity and is licensed as a SNF/ICF Program. In addition to nursing staff, this program is covered by primary care physicians and physician assistants. Regular psychiatric consultation is available through AMHI's psychiatric service.
- M. Clinic: The Clinic serves as a medical support service to the psychiatric units, Nursing Home and Infirmary. It is responsible for coordinating referrals to medical specialties not provided at AMHI but represented by consulting medical staff, including podiatry and dental services. In addition, AMHI is required to maintain well equipped medical support facilities including an X-ray department, laboratory, pharmacy, physical therapy department and a dental hygienist.

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- N. Ancillary and Support Services: Chaplains, Volunteers, Staff Development, Library and a host of other specialized services augment the other treatment services available and add to the overall therapeutic environment.
- O. Substance Abuse Project: AMHI benefits from the Alcohol Premium Fund in the form of services provided through contract with Crisis and Counseling, Inc. This expanded service contract provides staff support to our inpatient programs and in the area of aftercare. Three full-time staff are assigned to inpatient units and provide services to the whole institute population, but the strong emphasis is on the young adult population. Two additional persons provide aftercare and community services to discharged patients.

PROGRAM: This past fiscal year, 1990, was a period of continuing programmatic change for Augusta Mental Health Institute. Our 70-bed Greenlaw Nursing Home maintained its full Medicaid certification and we continue Medicaid eligible on our Adolescent Service. In addition, AMHI's Senior Rehabilitation Unit, which consists of 20 intermediate care beds (ICF) and 17 skilled nursing beds (SNF), was formally surveyed for the first time and received full certification. This program provides important services to both nursing home level patients and those in need of skilled nursing interventions for relatively short periods of time.

As FY 90 began, AMHI was allocated an additional 85 staffing positions. These were primarily allocated for Nursing Service organization, with particular focus on our geriatric and psycho-geriatric areas. Physician staffing was also substantially improved and currently AMHI has 12 psychiatrists and 5 primary care physicians, certainly the highest level of medical staffing which the Institute has ever known.

During the early part of FY 90, a consortium of general hospitals coordinated by Interim Superintendent William Thompson formed focused work groups which addressed areas of identified need within AMHI. Consortium groups were formed to address issues in the area of primary care medicine, Medical Records, Nursing Service, as well as a review of Food Service and Housekeeping. The reports which were developed were extremely constructive and well focused and AMHI has made significant progress in addressing some of the more significant recommendations. A full-time Director of Nursing and Medical Records Director have been hired and primary care medicine has improved significantly. Currently, teams from our medical clinic make rounds on each of the treatment programs to provide onsite medical care rather than having patients go to the clinic for routine medical follow-up. This also frees up a considerable amount of direct care staff time which would have been used in escorting patients to the clinic.

A full time Superintendent (William Meyer) was hired in September 1989; this being an individual with considerable background in acute hospital care. It was strongly felt by the hospital consortium that the permanent Superintendent should have this type of background. During William Meyer's tenure, the most significant achievement was implementation of an Admissions Protocol which more clearly defined the types of patients whose needs can appropriately be served at AMHI. The protocol involves a refined screening process and it appears that this protocol, coupled with the Bureau of Mental Health diversion program, has had a significant impact upon slowing the admission rate to AMHI. Mr. Meyer left in January 1990 and Richard Hanley, AMHI's Chief Operating Officer stepped in as Acting Superintendent while the search continued for a permanent Superintendent. Much of the recent focus has been upon assuring accountability within the organization, upgrading staff training and a clear focus on continuing reduction in the size of AMHI and promoting assertive community transition for our patients.

We currently await the arrival of Linda Breslin who will assume the role of permanent Superintendent at AMHI beginning July 16, 1990.

There have been several other significant events over the past fiscal year. In October, 1989, AMHI experienced its first ever hospital licensing survey. Previously, AMHI had been exempt from these state surveys. AMHI was conditionally licensed for one year, but by act of the Legislature, this has been extended through to July 1, 1991.

AMHI was able to retain JCAHO Accreditation. We have received two focused follow-up surveys in the area of Medical Staff Quality Assurance and assessments and treatment planning. A third visit is scheduled for July 16, 1990 to address Nursing Service organization and quality assurance.

Another significant program note involves our Adolescent Unit. A proposal has been made for a systems-wide Children's Initiative which envisions development of a range of integrated services for children and adolescents.

A formal agreement has been made with the Maine-Dartmouth Family Practice Residency Program which will involve having one of their senior residents working part-time at AMHI. This is an important first step in developing a closer linkage with community primary care medicine and also an initial step toward development of a residency training program at AMHI.

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AMHI is also initiating a psychiatric residency rotation through Maine Medical Center's association with the University of Vermont. This has exciting possibilities in that psychiatric residents will be exposed to public psychiatry and, hopefully, this will encourage more psychiatrists to move in the direction of practicing within the public arena.

AMHI has been working throughout this past year to help with negotiations involving a class action suit which has been filed against the Department of Mental Health and Mental Retardation and the Department of Human Services, as well as AMHI. While the final settlement agreement has not been reached at this point, the decree holds promise for the establishment of high quality institutional and community care and treatment.

Because of the variety of programs offered at AMHI we function as an important teaching resource for physicians, psychologists, social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas. Formal educational programs include Grand Rounds which bring in nationally known experts, as well as state and local presenters to provide a fresh and stimulating professional environment. This combines with AMHI's secondary function as a site for presentations sponsored by the Department of Mental Health & Mental Retardation, as well as providing a meeting site for the Maine State Alliance for the Mentally Ill, which encourages and strengthens that very productive relationship.

Visions for the future of AMHI encompass continuing development of our treatment programs in tandem with a close working relationship with community programs which currently exist or are under development. AMHI utilizes two mental health program coordinators, in addition to various CMHC liaison staff to promote smooth entry into local community aftercare networks. In addition, the sheltered and extended employment programs provided by our GROW Industries Program and the independent living training provided by our half-way house programs add significantly to AMHI's efforts in reintegrating our patients into the main stream of society.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,579,894	18,348,938	230,956			
Health Benefits	1,770,504	1,739,105	31,399			
Retirement	4,001,900	3,956,293	45,607			
Other Fringe Benefits	245,575	242,549	3,026			
Computer Services—State	28,103	28,103				
Other Contractual Service	2,103,868	2,076,180	27,568		120	
Rents	36,456	24,186	12,270			
Commodities	823,988	760,721	62,872		395	
Grants—Subsidies—Pensions	899,809	719,568	180,241			
Equipment	182,853	182,423	430			
Interest—Debt Retirement	428	396	32			
Transfers to Other Funds	4,038		4,033		5	
TOTAL EXPENDITURES	28,677,416	28,078,462	598,434		520	

BANGOR MENTAL HEALTH INSTITUTE

N. LAWRENCE VENTURA, SUPERINTENDENT

Central Office: Hogan Road, Bangor
Mail Address: Box 926, Bangor, Maine 04401

Telephone: 941-4000

Established: 1885

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 195; Citation: 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 654.5

Legislative Count: 651.5

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Organizational Units:

Institute Services
Personnel
Adult Psychiatric Program

Rehabilitative Services
Quality Assurance
Program on Aging

PURPOSE: Bangor Mental Health Institute provides patient-centered multi-disciplinary treatment, habilitation and rehabilitation to adults with psychiatric illness severe enough to require psychiatric hospital services and for whom no alternative treatment setting is available.

Our service area is eastern and northern Maine. We value and strive to:

- Empower and facilitate patients toward personal growth, goal setting and effective functioning.
- Empower and facilitate all staff toward professional growth and increased job satisfaction.
- Respect individual rights and dignity.
- Continually improve the services we provide.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs, boarding homes, or nursing homes.

ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

The Bangor Mental Health Institute is a 299-bed psychiatric hospital with 619.5 full-time equivalent staff positions authorized. The Institute is organized by specific functional treatment programs with 15 in-patient wards (units), two halfway houses and a Day Hospital.

The Institute is organized by specific functional treatment programs, with 15 inpatient wards (units) and 2 Halfway Houses. The Adult Psychiatric Program consists of 169 beds which are located in 8 residential programs organized into 4 units. Those units include an Admission Unit which provides short term acute care and crisis management. The Skills Learning Program provides care for the longer term patients, is composed of 4 wards, and is organized in a leveling system in accordance with the patients' level of functioning and programs developed to address those needs. The Transitional Living Unit is located in a ward and also includes the Halfway House program for patients preparing to leave the Institute. The Forensic Program (ward) provides treatment for persons found innocent by reasons of mental disease, as well as persons admitted from jails and correctional facilities.

Additionally, in January of 1989 we began a Day Hospital (C.L.A.S.P.) to address the needs of the long term chronic, dependent patient attempting re-entry and transitioning services to community agencies. It is hoped that this will partially ease the overcrowding situation. There are approximately 70 patients utilizing this service, the vast majority of whom are out of the hospital and living in the community.

The Program on Aging consists of 130 beds in four units, each with two wards. The overall goal is to provide therapeutic patient centered gero-psychiatric rehabilitation promoting the optimal level of health consistent with the limitations of the aging process and leading to a less restrictive environment. Treatment philosophy is eclectic, designed to meet the combined emotional, social, and physical health needs of this varied population, and emphasizes acquisition of adaptive coping mechanism and skills learning in a supportive, normalized setting. Therapeutic Community Unit patients are primarily self-caring and exhibit a wide range of functional abilities and disorders, needing active psychosocial therapy and education to achieve improved behavior and movement to a less restrictive environment. Adaptive Living Skills Unit patients are functionally or cognitively impaired, needing remediation to maintain or improve mental and physical status and needing a supportive environment to increase interpersonal communication, integrity, and control. Resocialization Unit patients are chronically mentally and physically impaired with regressive, confused and unpredictable behavior, needing close supervision, basic socialization and reality orientation to maintain social and ADL skills. Psychiatric Nursing Home Unit patients are extremely cognitively impaired, dependent in ADL, regressed psychosocially, and physically debilitated, needing restorative and rehabilitative nursing programs to enhance and maximize quality of life.

Major clinical departments providing clinical and administrative services are Office of the Superintendent, the Office of the Clinical Director, including psychiatrists and other medical specialists

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and consultants; the Department of Nursing, including Nursing Education; the Department of Psychology, and the Department of Social Work and Rehabilitative Services which include Chaplaincy, Occupational Therapy, Physical Therapy, Therapeutic Recreation, Education, Library and Volunteer Services. Other clinical departments that provide essential services to patients are the Medical Clinic, Dental Services, Lab, X-Ray, and the Pharmacy.

PROGRAM: Bangor Mental Health Institute (B.M.H.I.) continues to provide integrated mental health services as part of Maine's mental health system. In order to enhance linkages with community programs, B.M.H.I. Administration and staff have worked closely with the Community Health and Counseling Services Board and Aroostook Mental Health. Other B.M.H.I. departments are also working to improve coordination of services with community programs such as Social Work with Aftercare to ease the transition of patients to the community; Rehabilitative Services with Growth Resource Center, Vocational Rehabilitation, Phoenix, Together Place, and Penobscot Valley Industries to expand and coordinate vocational services for mental health consumers, and Program on Aging professional staff working with Bureau of Maine's Elderly and Maine Health Care Association and the Citizens' Interest Group to provide increased communication and advocacy for improved mental health services for older citizens of Maine.

Throughout the year there has been a substantial increase in transitional services, including community linkages and support and day programming for patients who are on leave, trial visit, or for recently discharged patients. The transitional focus has been, in part, a response to the burgeoning demand for limited bed space at B.M.H.I.

The Institute is accredited as a psychiatric hospital by the Joint Commission on Accreditation of Health Organizations.

The Program on Aging again received renewed Medicaid certification as an Intermediate Care Facility (I.C.F.) of 130 beds, under applicable state and federal standards.

The Benchmark Vocational Program has provided nearly 5000 hours of service to BMHI patients over the past year, with an average of 39 patients being served each month.

Renovations to program space have been completed and the new surroundings are greatly appreciated by staff and patients.

The Institute also serves as the location for a number of state, regional, and local offices, including Environmental Protection, Office of Energy Resources, Worker's Compensation, Bureau of Taxation, Bureau of Mental Retardation—Region II, Pre-Release Center, and Inland Fisheries and Wildlife.

PUBLICATIONS:

Patient's Handbook—B.M.H.I.	(Free to citizens, patients)
Staff Handbook	(Free to staff)
Patients' Rights Manual	(Free to citizens, patients)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,671,912	13,645,265	14,698		11,949	
Health Benefits	1,282,999	1,281,468	1,096		435	
Retirement	2,963,638	2,958,444	2,865		2,329	
Other Fringe Benefits	126,541	126,091	238		212	
Computer Services—State	11,046	11,046				
Other Contractual Service	1,305,454	1,277,082	15,688		12,684	
Rents	36,573	27,693	8,880			
Commodities	675,978	598,825	76,187		966	
Grants—Subsidies—Pensions	1,010,170	998,206	11,964			
Equipment	248,588	241,283	7,305			
Interest—Debt Retirement	2,604	2,593	11			
Transfers to Other Funds	1,459		1,186		273	
TOTAL EXPENDITURES	21,336,962	21,167,996	140,118		28,848	

BUREAU OF CHILDREN WITH SPECIAL NEEDS

ROBERT E. DURGAN, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta, 4th Floor

Telephone: (207) 289-4250

Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: 1985

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 472; Citation: 34-B M.R.S.A., Sect. 6204

Average Count—All Positions: 59

Legislative Count: 47.5

PURPOSE: The Bureau's legislative mandate is to serve "children in need of treatment," with particular reference to children aged "0 to 5 years who are developmentally disabled or who demonstrate developmental delays," and to children aged "6 to 20 years who have treatment needs related to mental illness, mental retardation, developmental disabilities or emotional and behavioral needs that are not under current statutory authority of existing state agencies." Through the development of definitions, explicit statements of departmental priorities and procedures, the conduct of needs assessments and program evaluations, and the presentation of specific children's service plans to biennial sessions of the Legislature, the Bureau is charged with expanding and improving services to Maine children with special needs who comprise its clients, and to their parents.

ORGANIZATION: The Bureau of Children with Special Needs came into existence in September, 1985, as the result of action by the first session of the 112th Maine Legislature. It succeeds the Office of Children's Services, established in 1973 by administrative action of the department. With the creation of the new bureau, the development and delivery of children's services was elevated to equivalent status and visibility with the department's other two main organizational units—the Bureau of Mental Health and the Bureau of Mental Retardation. Financial and staff resources of these two bureaus relating to children have been reassigned to the Bureau of Children with Special Needs; in addition, the Infant Development Center in South Portland and the Elizabeth Levinson Center (an intermediate care facility for severely handicapped children) in Bangor joined the Bath Children's Home, in Bath, as programs under the administrative jurisdiction of the Bureau.

PROGRAM: During 1989-90, grants developed or administered by the Bureau of Children with Special Needs totaled approximately \$5,500,000. Services purchased through these grants fall primarily into the following categories, with the figures in parentheses representing the proportion of these services to the total budget:

- Mental Health Services (25%)
- Residential Treatment Services (18%)
- Homebased Family Services (18%)
- Early Intervention Services (27%)
- Day Treatment Services (8%)
- Other Family Support Services (4%)

In the majority of instances, funds from the Bureau are combined with those of other children-oriented programs or agencies, such as public schools, the Department of Human Services, the Department of Corrections, the Department of Educational and Cultural Services, and the Developmental Disabilities Planning Council. As a result, a major focus of the bureau's central office is devoted to continuation and strengthening of Maine's successful 11 year effort to coordinate child and family services between state agencies, represented by the Interdepartmental Committee.

Approximately 3000-3500 children receive services in programs that are assisted by Bureau grants. The Bureau also competes for appropriate federal grants and currently operates a federally-funded transdisciplinary early intervention program in southern Maine through the Infant Development Center, and a Transitional Housing Demonstration Program for adolescents at the Bath Children's Home.

PUBLICATIONS:

Bureau of Children with Special Needs Biennial Plan (1989-90)

Rights of Recipients of Mental Health Services Who Are Children in Need of Treatment, 1989

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FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CHILDREN WITH SPECIAL NEEDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,374,518	1,175,030			199,488	
Health Benefits	113,706	98,595			15,111	
Retirement	269,815	228,974			40,841	
Other Fringe Benefits	14,481	12,314			2,167	
Other Contractual Service	293,786	245,031			48,755	
Rents	10,934	10,819			115	
Commodities	17,291	11,618			5,673	
Grants—Subsidies—Pensions	6,543,809	5,519,881			1,023,928	
Buildings and Improvement	192,191				192,191	
Equipment	15,447	554			14,893	
Interest—Debt Retirement	9	5			4	
Transfers to Other Funds	8,309				8,309	
TOTAL EXPENDITURES	8,854,296	7,302,821			1,551,475	

OFFICE OF COMMUNITY SUPPORT SYSTEMS

SUSAN WYGAL, DIRECTOR

Central Office: State Office Bldg.; Floor: 4

Telephone: 289-4238

Mail Address: Statehouse Sta. #40, State Office Building, Augusta, Maine 04333

Established: January 16, 1984

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 249; *Citation:* 34B M.R.S.A., Sect. 3004

PURPOSE: The Office of Community Support Systems was established to promote and support the development, implementation and management of comprehensive systems of services for persons with severe and persistent mental illness and to ensure the integration and maintenance of a decent quality of life for such persons through the development of community support service systems in the local mental health service areas.

ORGANIZATION: The Office of Community Support Systems within the Bureau of Mental Health was established in January 1984, evolving from the federally-funded Community Support Systems Project, part of a national initiative to assess, plan, and develop community support systems for persons discharged from state psychiatric hospitals. As community-based services to persons with severe and persistent mental illness became a more predominant direction within the mental health system, the scope of these services grew to encompass a broader population including persons with mental illness who may have been institutionalized only briefly, or not at all. The Director of the Bureau of Mental Health appoints, consistent with Personnel Law, the Director of the Office. The Regional Program Coordinators, who work in the regional mental health service areas, report to the Director. Crisis Stabilization Program Staff report to the Regional Program Coordinators.

PROGRAM: The Office of Community Support Systems (OCSS) works directly with consumers of mental health community support services and their families. Through technical assistance, staff support and contracts, OCSS has promoted the development of twelve family support and advocacy groups as well as the statewide chapter of the National Alliance for the Mentally Ill. Through funding and technical assistance, OCSS has promoted the growth of consumer self-help groups throughout the state.

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Staff of the Office of Community Support Systems also provide technical assistance and training to provider agencies and organizations either directly or through conferences, workshops, or other types of training and development activities. This enables providers to improve service delivery and design new programs.

FY 85 notably marked the establishment of three Crisis Stabilization Program sites which continue to provide in FY 88 around the clock crisis intervention services and short-term emergency and respite housing services to mentally ill persons to avert institutionalization. The Legislature appropriated funds for FY 87 for a fourth site in the Lewiston-Auburn area, through a contract with a local provider and with OCSS oversight. FY 89 saw increased capacity in crisis programs and the beginning of the CLASS (Community Linkage Assessment and Stabilization Services). These services attempt to divert unnecessary AMHI admissions through use of local community inpatient services. Additionally, in FY 89, intensive case management services have been developed in the five most populous areas of Maine. Contractual responsibility for these services is within OCSS. All of these activities continued in FY 90.

OCSS also works with local and regional groups to conduct needs assessment and planning for service system development and to monitor existing services.

Goals and objectives for OCSS are contained in the State mental health report which is updated annually by the Bureau of Mental Health.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DEVELOPMENTAL DISABILITIES OFFICE

ROBERT W. GLOVER, PhD, COMMISSIONER
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Nash Building, Augusta;

Telephone: 289-4213

Mail Address: Statehouse Sta. #139, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 191D; Citation: 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under provision of PL 100-146, "The Developmental Disabilities Assistance and Bill of Rights Act of 1987."

The Developmental Disabilities Office provides staff support to the Maine State Planning and Advisory Council on Developmental Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Policy Analyst, a Developmental Disabilities Planner and a Secretary.

The Office assists the State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's mission and purpose.

PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.

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PUBLICATIONS:

All FREE (limited availability on asterisked items)

- DD Dispatch (The Council's Bi-monthly newsletter)
- Insights: A Handbook for Parents of Children with Disabilities (Fourth Edition)
- Two-year Transitional State Plan
- Jargon and Acronyms: A Booklet of Descriptions and Definitions
- Special Education for Parents: Rights and Responsibilities
- Just Like Me: Disability Awareness Activities
- Perspectives: Looking at Maine's Planning & Advisory Council on Developmental Disabilities
- Transition: Beyond Special Education
- Caring for Families Who Care: The Report of the Family Contribution Study Advisory Committee
- The "1990 Report"

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

ELIZABETH LEVINSON CENTER

KATHI MURRAY, ACTING DIRECTOR

Central Office: 159 Hogan Rd., Bangor

Telephone: 941-4400

Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697

Established: September 23, 1971

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 200; Citation: 34B M.R.S.A., Sect. 6252

Average Count—All Positions: 50

Legislative Count: 50

PURPOSE: The Elizabeth Levinson Center serves severely and profoundly retarded children, ages birth to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation regional offices and Bureau of Children with Special Needs located throughout the state.

The primary purpose of the Center is Respite Care, Evaluation and Training for severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children.
2. Provision of residential and program services for severely and profoundly retarded children.
3. Provision of contracted training. This program provides a family and their child with six months (renewable) training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors which may prevent that child from taking part in community and school programs.
4. Provision of short-term evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments.
5. Support placement of severely retarded children in the community.
6. Provision of early intervention program for developmentally disabled children, birth to five years. Includes center-based and home-based services and consultations.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Children with Special Needs and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

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PROGRAM: The Center continues to provide residential and training programs to severely and profoundly retarded children and their families.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation and Bureau of Children with Special Needs. A regional office case worker and Center social worker makes an intake visit to the family and presents the case for consideration to the Admissions Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). A Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly, depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition into the home once the child is discharged.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

The Center offers an Early Intervention Program providing Center-based and home-based services to children birth to five years of age. Consultation with Preschool Coordination sites is also available.

Education programs for school age children are now provided by attending local school programs in the Bangor and Brewer area.

PUBLICATIONS: (Free)

Elizabeth Levinson Center Brochure

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,121,255	1,121,255				
Health Benefits	110,592	110,592				
Retirement	245,179	245,179				
Other Fringe Benefits	11,734	11,734				
Computer Services—State	420	420				
Other Contractual Service	115,504	111,335			4,169	
Rents	4,071	4,071				
Commodities	49,319	47,268			2,051	
Grants—Subsidies—Pensions	93,631	93,631				
Equipment	12,625	12,625				
Interest—Debt Retirement	93	93				
Transfers to Other Funds	88				88	
TOTAL EXPENDITURES	1,764,511	1,758,203			6,308	

BUREAU OF MENTAL HEALTH

ROBERT J. HARPER II, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4230
TTY: 289-2000

Established: 1959

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34B M.R.S.A., Sect. 3001

Average Count—All Positions: 31

Legislative Count: 23

Organizational Units:

Interstate Compact on Mental Health

Office of Community Support Services

PURPOSE: The Bureau of Mental Health is responsible for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Planning Council, the director of the Bureau of Mental Health. Legislation relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting an effective, integrated, and coordinated comprehensive community oriented mental health care system. The Bureau's goals and objectives are contained in a State mental health report which is updated annually. The Maine Mental Health Planning Council reviews and advises the Commissioner on the development and content of the report. Goals included maintaining and improving the quality of both the institutional and community components of the comprehensive system. Priority for services was established for persons with severe and persistent mental illness, elderly persons, and deaf persons. Major objectives were accomplished through the continued and increasing cooperation and coordination of the various components of the service delivery system.

During FY90 several major activities and accomplishments occurred. The Bureau has focused on improved and expanded contracting capacity through the initiation of a comprehensive review of contract procedures and programmatic standard development. The Bureau's Coordinator of Geriatric Services oversaw the implementation of one Federal grant to provide client functional assessments and treatment services to home-based clients within a 30-mile radius of Brewer. The Bureau received a continuation of a Federal grant to study the life course of persons who have been discharged from the areas of emergency services, housing, and socialization, especially for persons with severe and persistent mental illness. The Bureau worked closely with families with mentally ill members and encouraged the development of family support and advocacy groups. The Bureau worked closely with the Maine deaf community to improve accessibility and special services to deaf persons with mental illness, as well as encouraging deaf persons to enter the mental health field as professionals. FY 90 saw the beginning of a deaf peer support group (conducted in sign language) meeting regularly in Portland.

The Bureau's Division of Special Projects has made significant progress in expanding employment services for persons with severe and prolonged mental illness.

The Bureau has continued to improve accountability for resources through its performance contracting system. The Bureau also expanded to all providers a client reporting system for mental health providers, and will continue to improve this in the upcoming year. In another area of accountability, new

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licensing standards for mental health programs were promulgated, and a patient rights monitoring system was established in both the institutional and community systems.

The Office of Community Support Systems has continued to promote and support the development and improvement of comprehensive, coordinated community support systems for persons with severe and persistent mental illness. These efforts have primarily focused on the development of needed housing, case management, vocational, and crisis services. The Office continued to manage crisis stabilization programs at three sites. In the last fiscal year, the Office also worked with a community agency to develop a fifth crisis intervention program in the Bangor area.

Maine has provided leadership in several areas of mental health policy during this past year and will continue in the upcoming year to work on a broad range of unmet needs, particularly in the area of housing, vocational, and case management services.

The Bureau's Coordinator of Geriatric Services oversaw the Geriatric Mental Health Resource Program providing community based services in thirteen counties; continued administration of an NIMH Grant; provided training to staff in nursing and boarding homes in ten counties and provided mental health assessments/consultation in nursing homes in four counties, as well as implemented the OBRR II MI assessment process in Maine.

The Case Management Research Project was implemented to research the impact of training of case managers in different case management models and to collect other data to track clients' stability and progress toward independence in these models.

PUBLICATIONS:

- Annual mental health reports
 - Rights of Recipients of Mental Health Services
 - Your Rights as a Psychiatric Inpatient in Maine
 - Service Definitions for the Prevention and Treatment of Mental Health Disorders
 - Mental Health Licensing Review Protocol
 - Guardianship
 - Topics in Aging and Mental Health, A Training Manual. \$10.00 (while supply lasts)
 - Report of the Task Force on Mental Health Services to Elderly Persons
 - Resources for Deaf Service Recipients
 - Biennium Report to Maine Legislature on Mental Health Services to Deaf Persons
- Available to interested individuals by contacting the Bureau.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR					
	ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	691,463	584,588	34,794		72,081	
Health Benefits	61,510	53,079	2,532		5,899	
Retirement	134,552	113,722	6,781		14,049	
Other Fringe Benefits	8,196	7,130	118		948	
Computer Services—State	1,164				1,164	
Other Contractual Service	1,956,235	1,747,621	110,356		98,258	
Rents	28,733	25,415			3,318	
Commodities	110,386	105,931	2,175		2,280	
Grants—Subsidies—Pensions	18,001,870	15,377,000	695,716		1,929,154	
Equipment	45,341	2,915			42,426	
Interest—Debt Retirement	265	233			32	
Transfers to Other Funds	3,765		1,460		2,305	
TOTAL EXPENDITURES	21,043,480	18,017,634	853,932		2,171,914	

BUREAU OF MENTAL RETARDATION

ROGER A. DESHAIES, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Telephone: 289-4242

Established: July 1, 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34-B M.R.S.A., Sect. 5201

Average Count—All Positions: 172

Legislative Count: 167

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to individuals with mental retardation and individuals with autism and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide community programs for persons with mental retardation and autism. The Bureau serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for citizens with mental retardation in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Guardianship Program Manager, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of the Aroostook Residential Center. In addition, community mental retardation programs are supported through grants by the Bureau to private, non-profit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community case management staff assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions and provide program planning services to clients.

PROGRAM: During FY 90, the Bureau has continued to promote the theme of empowerment for people with mental retardation and their families. A Self-Advocacy Task Force has been established which is working on facilitating self-advocacy groups. Some groups have begun during this past year.

A conference, the William Twarog Lecture Series, was focused on empowerment in all aspects of community life.

Plans for a media/public relations campaign have been developed. The campaign's goal is to "think empowerment...promote choices." This will be launched during FY 91.

To address the increased awareness of sexual abuse and sex education needs of people with disabilities, a Sexuality Task Force has been established. This group will be developing recommendations and is a follow-up to a Plan for People recommendation. The Plan for People continues to be the guiding force in all Bureau activities. The Plan was originally published in 1988.

PUBLICATIONS:

- The Maine Approach
- Directory of Programs Serving Maine Citizens with Mental Retardation
- Pineland Consent Decree (Appendices A & B)
- Questions and Answers on Guardianship
- Bureau of Mental Retardation Brochure
- "A Plan for People"

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

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BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,127,851	3,923,859			203,992	
Health Benefits	366,569	346,891			19,678	
Retirement	825,672	784,304			41,368	
Other Fringe Benefits	47,803	45,807			1,996	
Computer Services—Comm	10	10				
Other Contractual Service	931,562	797,837	23,629		110,096	
Rents	144,718	144,678			40	
Commodities	30,932	27,384	2,380		1,168	
Grants—Subsidies—Pensions	18,045,593	17,218,698			826,895	
Equipment	4,824	4,824				
Interest—Debt Retirement	95	65			30	
Transfers to Other Funds	9,312		440		8,872	
TOTAL EXPENDITURES	24,534,941	23,294,357	26,449		1,214,135	

BATH CHILDREN'S HOME

JOHN W. McCARTHY, DIRECTOR

FRED W. KAPPA, Transitional Program Manager

Central Office: 103 South Street, Bath

Telephone: 443-4251 or 443-9575

Mail Address: 103 South Street, Bath, Maine 04530

Established: February, 1866

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951

Average Count—All Positions: 21

Legislative Count: 21

PURPOSE: The Bath Children's Home is a state institution, the purpose of which is the short term shelter and care of children, ages 10-18, of this State who for a variety of reasons are unable to stay with their families. Most reasons for placement fall under the general categories of lack of appropriate alternative shelter and care, potential or actual abuse or neglect, and family crisis and upheaval. Subject to the approval of the Superintendent, a child may remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Bath Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. In 1929 when the Home was placed under the Department of Health and Welfare, its name was changed to the Military and Naval Children's Home. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation. Its name was changed to the Bath Children's Home in 1990.

Services at the Home are delivered in 2 distinct program components: The Group Home and the Transitional Housing Demonstration Program. The programs receive referrals for admittance from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers, and parents seeking voluntary placement of children. All referrals are received and reviewed in consultation with the Bureau of Children with Special Needs, Department of Mental Health and Mental Retardation, and such agencies or parents as may be involved in the placement. The admissions procedure also requires the completion of a program application, appropriate authorizations, releases, acknowledgements, appropriate historical information, medical information, behavioral summaries; clearly written plan summarizing program commitment for all concerned, services to be provided, and plans for discharge. All planning is reviewed a minimum of every three months or as needed. The child remains at the Home until the situation that necessitated placement is resolved or the family or legal guardian indicates that the child is to be returned home or to an acceptable placement.

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PROGRAM:

The Bath Children's Home is developing new programs, policies, procedures and philosophies of child care management as social change moves the Home from a history of custodial care to a required emphasis on the therapeutic management and facilitation of personal growth and development for residents. All children displaced from their families carry a degree of emotional disturbance to their placement at the Home. The pervasive themes of physical and sexual abuse, family violence, alcoholism, and chemical abuse mark a majority of the children placed in the Home.

Care is given during intake to accept those children who can benefit from services at the Home and to refer children requiring either less restrictive programming (many parents are encouraged to keep children in their home and are directed to local community resources which can help accomplish this objective) or more intensive programming at other institutions.

No child is refused appropriate services at the Home because of financial reasons. Payment for services is on a sliding scale. Preference is extended to children of veterans if other conditions are met and space is limited.

A Board of Visitors has been established to assist in the development of policy and program changes, and to monitor the progress of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BATH CHILDREN'S HOME						
EXPENDITURES						
Salaries and Wages	378,271	378,271				
Health Benefits	31,298	31,298				
Retirement	86,037	86,037				
Other Fringe Benefits	4,456	4,456				
Other Contractual Service	27,366	27,366				
Rents	155	155				
Commodities	10,322	10,322				
Grants—Subsidies—Pensions	20,111	20,111				
Buildings and Improvement	70,185	70,185				
Equipment	1,688	1,688				
Interest—Debt Retirement	102	102				
TOTAL EXPENDITURES	629,991	629,991				

PINELAND CENTER

DONALD L. HARTLEY, Ph.D., SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine

Telephone: 688-4811

Mail Address: Box E, Pownal, Maine 04069-0902

Established: March 6, 1907

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 14; Unit: 198; Citation: 34-B M.R.S.A., Sect. 5402

Average Count—All Positions: 685.5

Legislative Count: 684.5

Organizational Units:

Aging
Therapeutic
Practical Life
Fundamental/Practical Life
Fundamental/Life
Work Activities/
Competitive Employment

Volunteer Services
Personnel
Staff Development
Clinical Support Services
Institutional Support Services

MENTAL HEALTH AND MENTAL RETARDATION

PURPOSE: Pineland Center, an institution providing housing, treatment, care and training to persons with mental retardation or developmental disabilities, is part of a network of community and institutional services administered by the Department of Mental Health and Mental Retardation. Pineland Center is licensed by the State of Maine as an Intermediate Care Facility for the Mentally Retarded.

The objectives of Pineland Center include the provision of:

- a. A "least restrictive" residential and treatment program based on the individual's specific needs and directed toward the goal of community integration;
- b. Training in dressing, grooming, eating, toileting, communication, socialization, and other activities of daily living;
- c. Medical and nursing care and therapy to maintain or improve health status;
- d. Evaluation and treatment through physical, occupational, communication, psychological and recreation therapies to maintain or increase independence and skills;
- e. Information to families, guardian and correspondents;
- f. Outpatient diagnostic and evaluation services; and
- g. Effective employees training and development at all levels of staff.

A more general purpose is to provide preventive services through public education, and to serve as an educational and informational resource to interested and concerned agencies, groups and individuals on a statewide basis, on all aspects and problems of mental retardation.

Additionally, Pineland Center offers a variety of services to persons who are not court certified for admission:

- a. Emergency care and supervision;
- b. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment;
- c. Outpatient Services, including dental, medical, x-ray and laboratory testing; and
- d. Community Education, Information and Consultative Services.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. This institution's current name, Pineland Center, was authorized by the Legislature in 1973.

PROGRAM: Pineland Center received renewal of Certification in July, 1989 as an Intermediate Care Facility-Mental Retardation (ICF/MR).

The census of this past year averaged 260.21. There were 40 community placements made with 2 returning to Pineland Center. During the year there were 43 new judicial certifications. Of the total 136 admissions/readmissions to Pineland Center, 13 were for respite care, 122 were emergency related, and 1 was for medical reasons.

The number of people who received outpatient services included: dental services—1624; laboratory services—276 (bio-chemical, 56; micro-biological, 220); X-ray—73.

Pineland Center continued to offer training for its own staff, others from the BMR network and community providers during FY 90. Comprehensive orientation was offered to new employees each month. A substantial amount of training was provided by Pineland Center's professional staff on topics ranging from medication administration, CPR, and the Mandt System, to cold weather emergencies, basic and intermediate sign language, dietary issues, infection control, techniques to reduce use of the restraint chair, and sexual harassment awareness training. This core training was supplemented with training by experts from various fields. Highlights include: three writing courses taught by Carol Kontos of the University of Maine/Augusta; two 4-week series on Developmental Disabilities taught by Dr. Edmund Ervin; courses on weight control and smoking cessation presented by the Bureau of Employee Health; training on working with persons with visual impairments presented by staff from the Bureau of Rehabilitation/Division of Eye Care; evaluation and management of swallowing disorders presented by Mark Hammond and a three day program on ACDD accreditation and Quality Assurance presented by Tina Campanella of ACDD. The 15 month intensive back school program presented by the Health Center in Auburn was completed during FY 90. CNA training for staff in the Therapeutic Cluster was provided at Pineland Center under the auspices of the Lewiston Adult Education Program.

Pineland Center also made its facilities available for general training for a number of outside groups: Managing in State Government and Contract Administration, (for state employees in south-central Maine); Certified Pool Operators Course taught by Dr. Fontaine Piper, (for aquatics program staff in

MENTAL HEALTH AND MENTAL RETARDATION

southern Maine); Augmentative Communication Systems presented by Phyl Totaro, (for persons interested in computer based communication systems); and Mandt trainers throughout Maine received recertification training at Pineland Center.

Thirty-six employees received tuition reimbursement and 17 were granted short-term, part-time educational leave to assist them in meeting their educational goals. Two employees were granted longer educational leave to pursue their studies.

The Pineland Center Library provided 121 literature searches and 754 interlibrary loans for staff from Pineland and the BMR community. The Library was selected as a participant in MaineCAT, a statewide automated database of library holdings designed to facilitate interlibrary loans. As a participating library, Pineland anticipates receiving in FY 91 CD-ROM hardware and funds to purchase software to allow the system to operate.

PUBLICATIONS:

Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge
A Brief History of Pineland Center	No Charge
Pineland Center Training Catalogue	No Charge
Pineland Center Assessment Tool	No Charge
Pineland Observer	No Charge
Pineland Communicator	No Charge

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	14,755,266	14,738,245	8,749		8,272	
Health Benefits	1,495,453	1,495,298	105		50	
Retirement	3,257,367	3,254,050	1,705		1,612	
Other Fringe Benefits	142,097	141,922	30		145	
Computer Services—State	12,984	12,984				
Other Contractual Service	970,827	867,446	103,381			
Rents	27,098	26,805	293			
Commodities	453,848	453,136	229		483	
Grants—Subsidies—Pensions	1,256,759	1,256,759				
Buildings and Improvement	973	973				
Equipment	158,866	154,042	4,824			
Interest—Debt Retirement	389	389				
Transfers to Other Funds	2,595		2,580		15	
TOTAL EXPENDITURES	22,534,522	22,402,049	121,896		10,577	

PUBLIC INFORMATION OFFICE

JANE BUBAR, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4212

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191I; *Citation:* 34-B M.R.S.A., Sect. 1204

Average Count—All Positions: 1

Legislative Count: 0

MENTAL HEALTH AND MENTAL RETARDATION

PURPOSE: The purpose of the administratively established Office of Information and Public Affairs is:

- a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
- b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
- c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

ORGANIZATION: The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

- a. Preparing news releases concerning events within the department;
- b. Maintaining daily contact with the news media;
- c. Preparing educational brochures regarding departmental services for public distribution;
- d. Preparing daily news summary for departmental officials;
- e. Consulting and advising the Volunteer Services Coordinators from the institutions; and
- f. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

PROGRAM: During the second half of 1989 and the first six months of 1990, the Office of Information and Public Affairs was involved in informational activities both regionally and statewide.

The Office created and produced, with the assistance of the Maine Association of Broadcasters, three public service announcements on the stigma of disability, "Spokespersons," "Neighbors," and "Sticks and Stones;" issued 67 informational statements and advisories concerning the Department, its bureaus, institutes and advisory groups; produced and disseminated six issues, 2,000 copies each, of the REPORT magazine to citizens interested in the Department statewide; assisted in the preparation of a response to the annual report of the Maine Commission on Mental Health; handled the press conferences and requests for information from the media for several conferences and seminars, including the annual Twarog and Schumacher Distinguished Lectures; coordinated the nominating and selection process for the annual Dorothea Dix Media Merit Awards; coordinated the annual volunteer awards nomination and selection process and the Blaine House Reception and State House Ceremony for the award recipients; produced the Annual Report of the Department for FY 89; designed, edited and arranged the production of the first three monographs in the Dual Diagnosis Series; Served on the AMHI 150th Anniversary Committee; assisted in the design and production of more than a dozen booklets, brochures and informational pieces needed by the bureaus and divisions of the Department.

PUBLICATIONS:

"Mental Health: Keep It In Mind" Sticker
Report Magazine
Fatal Alcohol & Drug Effects brochures, poster
Maine Mental Health Plan
Dorothea Dix Award Brochure
"Treat Yourself to a Friend Today" sticker
Booklet: Guardianship, Questions and Answers
"To Keep Pace In Life's Race, Children Need Plenty Of Lap Time" Sticker
"Sweep Away Stigma" Stickers and Buttons
1989 Annual Report

ALL ARE FREE

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

MENTAL RETARDATION

MAINE ADVISORY COMMITTEE ON MENTAL RETARDATION

MATTHEW HUNTER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4

Telephone: 289-4242

Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1989

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 03; Umbrella: 94; Unit: 375; Citation: 34-B M.R.S.A., Sect. 1210

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main purpose of the Maine Advisory Committee on Mental Retardation is to serve in an advisory capacity to the Commissioner and the Director of the Bureau of Mental Retardation in assessing present programs, planning future programs and in developing means to meet the needs of persons with mental retardation.

ORGANIZATION: The Maine Advisory Committee on Mental Retardation is composed of 11 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

1989 PL Chap. 73, enacted in April, changes the name of this unit to Maine Advisory Committee on Mental Retardation. The change will take effect September 30, 1989.

PROGRAM: The Committee holds monthly meetings that are well attended by membership. The Committee's major initiative this year is the active participation and coordination of multiple planning endeavors under way impacting on services to persons with mental retardation, including supporting families. The Committee has initiated in conjunction with the Bureau of Mental Retardation, the publication of a quarterly newsletter entitled "For Families and Friends." This newsletter is geared to meeting the information needs of families.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MUNICIPAL BOND BANK

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN
ROBERT O. LENNA, Executive Director

Central Office: 286 Water Street, Augusta
Mail Address: Box 2268, Augusta, Maine 04338

Telephone: 622-9386

Established: 1972

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30-A MRSA, Sect. 5901

Average Count—All Positions: 4

Legislative Count: 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In October of 1989, the Maine Municipal Bond Bank issued \$57,765,000 which helped thirty two governmental units finance their capital projects. In May of 1990 another bond offering was issued in the amount of \$47,090,000 which helped twenty six governmental units finance their capital projects. All issues were rated Aa by Moody's Investors Service, Inc., and AA by Standard & Poor. Concurrently with the bond issue, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1990: The State accounting records for FY 90 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL AND RURAL ELECTRIFICATION

**(BOARD OF DIRECTORS)
MAINE MUNICIPAL AND RURAL
ELECTRIFICATION COOPERATIVE AGENCY**

CHESTER F. OILER, ADMINISTRATIVE OFFICER

Central Office: 4 Factory Pasture Lane, Kennebunk

Telephone: 985-7052

Mail Address: 4 Factory Pasture Lane, Kennebunk, Me 04043

Established: 1981

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 99; Unit: 431; Citation: 35 M.R.S.A., Sect. 4101

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Municipal and Rural Electrification Cooperative Agency (MMRECA) is a joint action agency of Maine's consumer-owned electric utilities. It is to provide tax-exempt financing for joint projects.

ORGANIZATION: The Board of Directors is composed of 8 members appointed by member utilities, one member appointed by the Governor, and the Director of the Office of Energy Resources or his designee. The Board appoints an Administrative Officer. Staff services are provided by the Dirigo Electric Cooperative, Inc.

PROGRAM: The Board met on July 21, 1989, to elect officers. No budget was established. It was decided that MMRECA should continue to rely on the Dirigo Electric Cooperative, Inc. for administrative support. Dirigo is funded by MMRECA member utilities.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

NEW ENGLAND BOARD OF HIGHER EDUCATION

BENNETT KATZ, CHAIRMAN OF MAINE DELEGATION

Central Office: 45 Temple Place, Boston, Mass. 02111

Telephone: (617) 357-9620

Maine Delegation Liaison Office: Division of Higher Education Services,
9 Weston Street, Augusta

Telephone: 289-2183

Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1955

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 98; Unit: 081; Citation: 20A M.R.S.A., Sect. 11002

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of educational resources among the region's six states and 260 public and private colleges and universities. Basic funding comes from the six states, private foundations and New England corporations. The Board seeks to increase New England educational opportunities and services; promote regional coordination and cooperation among New England state governments and public and private institutions of higher education; analyze and publish regional information related to higher education; and sponsor studies and forums on regional public policy.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Commission on Academic Health Centers and the Economy of New England, Task Force on Minority Student Enrollment and Retention, Commission on Legal Studies and Practice in New England, International Education and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and Legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 90 is as follows:

Robert L. Woodbury, Chancellor of the University of Maine System (Chairman of the Maine New England Board of Higher Education)

Representative Nathaniel J. Crowley, Sr., Stockton Springs (Vice Chairman of New England Board of Higher Education)

NEW ENGLAND BOARD OF HIGHER EDUCATION

Eve Bither, Augusta
Senator Stephen C. Estes, Kittery Point
Scottie Higgins, Waterville
Bennett Katz, Augusta, Chairman of the Maine Delegation
Sandra J. Kearns, Kennebunk
Sally H. Maxwell, South Portland

PUBLICATIONS:

Connection: New England's Journal of Higher Education and Economic Development

A Quarterly magazine which is devoted to discussion of the region's higher education community and its link to regional economic prosperity. (Subscription \$12.00/yr.)

New England Regional Student Program Enrollment Report (Free)

New England Regional Student Program Offerings (Undergraduate and Graduate) (\$2.00)

New England Higher Education and the Economy:

Commission Prospectus (\$2.00)

Issues Reports (\$1.00)

Preliminary Report, A Threat to Excellence (\$3.00)

Business and Academia, Hoy and Bernstein (\$12.00)

New England's Vital Resource: The Labor Force, Hoy and Bernstein (\$12.00)

Financing Higher Education: The Public Investment (\$19.95)

Renewing Excellence (\$5.00)

Biomedical Research & Technology: A Prognosis for International Economic Leadership (\$5.00)

Equity and Pluralism: The Report of the Task Force on Black and Hispanic Enrollment and

Retention in New England Higher Education (\$5.00)

Law and the Information Society, the report of the Commission on the Legal Profession and the Economy of New England (\$5.00)

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

PINE TREE LEGAL ASSISTANCE

NAN HEALD, EXECUTIVE DIRECTOR
ELINOR G. MILLER, Assistant Director

Central Office: 88 Federal Street, Portland
Mail Address: P.O. Box 547, Portland, Maine 04112

Telephone: 774-4753

Sunset Review: Not Established

Reference: Policy Area: 03; Umbrella: 99; Unit: 479; Citation: P.L. 1983, C. 477B

PURPOSE: Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide assistance to low income persons with civil legal problems.

ORGANIZATION: PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients. The Program is administered by an Executive Director and Assistant Director located in a Central Office in Portland and additionally maintains local service offices in Portland, Lewiston, Augusta, Bangor, Machias and Presque Isle, a Native American component in Augusta, a Family Law Project in Portland, and a Farmworker component in Bangor, and is a co-sponsor of the Maine Volunteer Lawyers Project with the Maine State Bar Association and the Maine Bar Foundation. The Volunteer Lawyers Project has a toll free number, (800) 442-4293.

SERVICE OFFICES: Portland Area (Cumberland, York, Sagadahoc Counties: 774-8211). Lewiston Area (Androscoggin, Oxford, Franklin Counties: 784-1558). Augusta Area (Kennebec, Knox, Lincoln, Somerset Counties: 622-4731). Bangor Area (Penobscot, Waldo, Piscataquis Counties: 942-8241). Machias Area (Washington, Hancock Counties: 255-8656). Presque Isle Area (Aroostook County: 764-4349). Farmworker Unit (942-0673). Native American Unit (622-4731). Family Law Project (828-2300).

PROGRAM: Pine Tree Legal Assistance, Inc. receives its funding, about \$2.4 million in calendar 1989, from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, which distributes federal funds to legal services programs nationwide. Additional funding comes from the State of Maine, United Way, the Maine Bar Foundation's IOLTA Program, and other private sources. Pine Tree represents Maine citizens and groups at or below 125% of the Federal poverty level and estimates a client eligible population of 210,000 persons or 18.7% of the state's population.

PTLA provides direct legal services to eligible clients throughout the state. In 1989 its six area offices and special units closed 10,109 legal matters for eligible clients. Of these, 7,645 eligible clients received legal assessment and simple advice, printed informational materials, referral to another source of help or brief service by PTLA staff. Substantial legal representation was provided in 1,527 cases, including representation before the Maine District Court, the Maine Superior Court, the Maine Supreme Judicial Court and before local and state administrative agencies, legislative committees, review boards, advisory councils, federal district and appellate courts, and federal agencies. An additional 137 cases were closed for clients referred through a contract with the Maine Departments of Mental Health and Mental Retardation and Corrections, and 213 cases were closed for clients who were victims of domestic violence under the Cumberland County United Way grant. The Volunteer Lawyers Project handled 6,320 calls; of those calls, 1,086 cases were referred to volunteer lawyers for representation. A total of 4,736 cases were closed by the Volunteer Lawyers Project in 1989; substantial legal representation was provided in 711 of those cases.

PTLA accepts cases for representation based on a case acceptance priority plan. Cases involving termination or denial of governmental benefits and cases involving landlord/tenant and other housing problems generally receive the highest priority. Of all cases closed by PTLA's offices in 1989, 4,312 or 42% were in the housing area; 2,764 or 27% were in the government benefits area; 1,187 were in the family law area; 776 were in the consumer law area, and the remaining 1,070 cases in the areas of employment, health, education, individual rights, juvenile, and other miscellaneous areas. The case priorities for the Volunteer Lawyers Project complement those of PTLA. Of all cases closed by the VLP in 1989, 2,513 or 52% were in the family law area; 758 were in the consumer law area; 524 were in the government benefits area; 389 were in the housing area, and the remaining 552 cases were in the areas of education, health, individual rights, and other miscellaneous areas.

PINE TREE LEGAL

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to income eligible callers in 40 substantive areas of the law. These brochures may be obtained by calling any of Pine Tree's six local service offices or by calling the Maine Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover landlord-tenant, General Assistance, and domestic violence issues.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

**PINE TREE LEGAL ASSISTANCE, INC.
SUPPORT, REVENUE AND EXPENSES — STATE OF MAINE FUNDS
July 1, 1989 — June 30, 1990**

SUPPORT & REVENUE

State of Maine Grant Award	\$90,000
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EXPENSES

Salaries, Wages & Benefits

Lawyers 28,208

Non-lawyers

24,864

Employee Benefits & Payroll Taxes

10,258

Sub-Total

\$63,330

Contracted Services

102

Travel & Meetings

2,674

Space & Occupancy

3,925

Office & Consumable Support

3,961

Telephone 7,971

Equipment Rental & Maintenance

1,305

Litigation & Court Costs

167

Library Maintenance

1,082

Other Expenses

5,483

Sub-Total

\$26,670

TOTAL

\$90,000

**Excess (Deficiency) of Support
& Revenue over Expenses**

0

Fund Balance, at beginning of year

0

Fund Balance, at year end

0

Please Note: Pine Tree's fiscal year runs January 1 to December 31. Therefore, our financial statements are audited on that basis and the above statement is not final and absolute because year end distributions can be only approximately calculated.

POLICY REVIEW BOARD

JANE L. LINCOLN, CHAIRPERSON

Central Office: State Office Bldg., Augusta; Floor: 2

Telephone: 289-4459 (voice)

Mail Address: State House Station #4, Augusta, Maine 04330

289-4537 (TDD)

Established: July 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; Umbrella: 92; Unit: 358; Citation: 5 M.R.S.A., Sect. 7041

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Policy Review Board was established to advise and assist the Commissioner of Administration and the Director of Human Resources on matters affecting personnel in Maine State Service. In addition to general policy development, the Board is directed by its enacting legislation to review, study and develop policy for specific program areas including: longevity incentive, educational leave and job performance evaluation. Policy recommended or approved by the Board may be subject to collective bargaining negotiations.

ORGANIZATION: The Policy Review Board was established on July 1, 1986. The Board is comprised of the Commissioners of Transportation, Human Services, Mental Health and Mental Retardation, Conservation and Labor (or the designees of these named Commissioners), a representative from the Office of the Governor and two members chosen from private sector personnel systems. The Commissioner of Administration serves as an ex-officio, non-voting member. The private sector members serve a two-year term.

PROGRAM: During FY 89-90, the Board held regular monthly meetings on the policy issues mandated by the Civil Service Law and to advise the Director of Human Resources on policy issues under consideration by the Bureau for improvement of the State's Civil Service System. The key areas and programs that were reviewed and evaluated during this reporting period were:

- Development of a Performance Appraisal Pilot Plan designed to provide skill training in five phases to supervisors and managers in preparation for the implementation of this new system in January, 1991.
- Development of a joint proposal between the State University System and the Bureau of Human Resources to develop and implement an integrated system for meeting statewide and agency-specific training needs.
- Development and application of labor market adjustment criteria for classifications experiencing extreme recruitment difficulties.
- Development of a draft master contract for temporary employment services, including standards, criteria and procedures for agency use.
- Information provided by internal system reviews of the administrative procedures used by the Bureau of Human Resources for classification and employment services.
- Development of an inter-agency Task Force with PRB membership to study the State's classification system.
- Development and implementation of the State's new integrated computer system (MFASIS).
- Development and implementation of the Voluntary Cost Savings Programs.
- Development of a State Transition Team to assist state employees and agencies experiencing layoffs.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are included with those of the Bureau of Human Resources.

POLICY REVIEW BOARD (Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth

Mail Address: P.O. Box 799, Portland, Maine 04104

Established: November, 1983

Reference: Policy Area: 02; Umbrella: 92; Unit: 467; Citation: 20-A M.R.S.A., Sect. 7503

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school, with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

- A. Making policy recommendations to the superintendent and the commissioner;
- B. Reviewing policy development by the superintendent and commissioner;
- C. Reviewing the implementation of policy;
- D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
- E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
- F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: The Governor shall appoint a 7-member Policy Review Board.

- A. The term of office shall be 3 years.
- B. The initial appointments shall be as follows:
 - (1) Three members for 3 years;
 - (2) Two members for 2 years; and
 - (3) Two members for one year.
- C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
- D. No member of the Legislature may serve on the board.
- E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
 - (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
 - (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
 - (3) Representatives of handicap advocacy groups;
 - (4) School administrative unit administrators or special education directors;
 - (5) Members of the deaf and hearing impaired community; and
 - (6) Interested citizens.

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. Each year, one, two and three-year terms are staggered. Originally, the Board met four times annually at GBSD. However, in September 1987, the Board altered its function to afford greater involvement in school planning and now meets monthly during the school year and once during the summer. The Policy Review Board chair prepares an annual report to the Commissioner of Education regarding Board activities.

FINANCES, FISCAL YEAR 1990: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

SUSAN M. COLLINS, COMMISSIONER

Central Office: Gardiner Annex, Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8700

Established: October 3, 1973

Sunset Review Required by: 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 228

Legislative Count: 14

Organizational Units:

Divisions:

Administrative Services Division
Licensing and Enforcement Division

Bureaus:

Bureau of Banking
Bureau of Insurance
 General Lines Agent Examination
 Advisory Board
 Life Agent Examination Advisory
 Board
Mandated Benefits Advisory
 Commission
Bureau of Consumer Credit
 Protection
Council of Advisors on
 Consumer Credit

Commissions:

Maine Athletic Commission
Real Estate Commission
Maine State Pilotage
 Commission

Boards:

Acupuncture Licensing Board
Arborists Examining Board
Board of Accountancy
Board of Counseling Professionals Licensure
Board of Licensing of Auctioneers
Board of Certification of Geologists and
 Soil Scientists
Board of Chiropractic Examination and
 Registration
Board of Commercial Driver Education
Board of Commissioners of the Profession
 of Pharmacy
Board of Registration of Dietetic Practice
Board of Examiners in Physical Therapy
Board of Funeral Services
Board of Hearing Aid Dealers and Fitters
State Board of Licensure of Professional
 Foresters
State Board of Registration for Land
 Surveyors
Board of Licensure of Railroad Personnel
State Board of Substance Abuse
 Counselors
Board of Respiratory Care Practitioners
Electricians Examining Board
Manufactured Housing Board
Nursing Home Administrators Licensing
 Board
Occupational Therapy Board of Practice
Oil and Solid Fuel Board
Plumbers Examining Board
Radiologic Technology Board of
 Examiners
State Board of Barbers
State Board of Examiners of Psychologists
State Board of Examiners on Speech
 Pathology and Audiology
State Board of Social Worker Licensure
State Board of Veterinary Medicine
Board of Real Estate Appraisers

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Approved by the Bureau of the Budget

PROFESSIONAL AND FINANCIAL REGULATION

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,579,059	433,839	4,145,220			
Health Benefits	397,620	30,530	367,090			
Retirement	872,931	81,549	791,382			
Other Fringe Benefits	46,180	4,412	41,768			
Computer Services—State	72,714		72,714			
Other Contractual Service	2,738,325	54,286	2,684,039			
Rents	442,127	17,590	424,537			
Commodities	155,493	6,080	149,413			
Grants—Subsidies—Pensions	63,456		63,456			
Equipment	801,392	36,721	764,671			
Interest—Debt Retirement	765		765			
Transfers to Other Funds	221,955		221,955			
TOTAL EXPENDITURES	10,392,017	665,007	9,727,010			

PROFESSIONAL AND FINANCIAL REGULATION

AFFILIATED BOARDS:

Maine State Board for Licensure of Architects and Landscape Architects
State Board of Cosmetology
Board of Dental Examiners
State Board of Registration for Professional Engineers
Board of Registration in Medicine
State Board of Nursing
State Board of Optometry
Board of Osteopathic Examination and Registration
Examiners of Podiatrists

PURPOSE: The Department serves the public by examining and overseeing state-chartered financial institutions, regulating bank holding companies, regulating insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, approving the sale in Maine of oil and solid fuel heating equipment, and licensing and regulating numerous professions and occupations.

The Department protects Maine consumers through its licensing, examining, and auditing activities; by conducting programs aimed at increasing voluntary compliance with State laws; by investigating possible violations of law; and by undertaking enforcement actions. The Department responds to consumer complaints and requests for information and conducts educational and outreach programs to make consumers aware of their rights under Maine laws.

In order to encourage the development of sound ethical businesses which serve the needs of Maine citizens, the Department fosters a healthy business environment through competent, impartial and efficient regulation.

ORGANIZATION: The Department of Business Regulation was created in October 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Agencies originally placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, the Real Estate Commission, the Maine State Boxing Commission (renamed Maine Athletic Commission), the State Running Horse Racing Commission, and the Land Damage Board (renamed State Claims Board), later transferred by statute to the Department of Finance. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code, which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driver Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation: the Plumbers Examining Board, the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature, at the Department's request, enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedure Act and recent Federal and State court decisions, and standardized many of the powers and procedures of the licensing boards.

PROFESSIONAL AND FINANCIAL REGULATION

It created a new Division of Licensing and Enforcement to include the Department's Computer Services Section; provided that the Superintendents of the three bureaus be General Fund responsibilities, took the Manufactured Housing Board and Athletic Commission out of the General Fund and made them dedicated accounts, and renamed the Department the Department of Business, Occupational and Professional Regulation.

The Second Session of the 111th Legislature created and placed within the Department the Board of Occupational Therapy Practice; it placed within the Department the Penn Bay Pilotage Commission and extended the Department's authority over the remaining six attached licensing boards. It reviewed and to some extent standardized the per diem and expenses of licensing board members and provided that legislators could not be licensing board members.

The First Regular Session of the 112th Legislature transferred the Board of Administrators of Medical Care Facilities from independent status to this Department, effective June 4, 1985; and it created the Board of Registration of Dietetic Practice and the Board of Respiratory Care Practitioners and placed them within the Department, both effective September 19, 1985.

The Second Regular Session of the 112th Legislature conducted the first ever audit and program review of the Department and left it fundamentally unchanged. The audit was useful in every respect. It redefined important relationships, eliminated outdated statutory provisions, and helped the Department in the areas of housing and personnel.

The process repealed the Itinerant Photographers Registration Act and defined for all licensing boards the definition of a "public member."

The Legislature also transferred the Radiologic Technologist Board from Human Services, the Veterinarians Board from Agriculture, and the Barbers Board from affiliated status, and put them within this Department, effective 7/16/86. It affiliated with the Department the boards which license chiropractors, dentists, medical doctors, nurses, optometrists, osteopaths, pharmacists and podiatrists. It directed that by 1990 all licensing boards be physically located in the Capital area. It created statutory standards to be met by groups seeking additional licensing boards. The registration of Sellers of Business Opportunities was transferred to the Securities Division of the Bureau of Banking.

During 1987, the First Session of the 113th Legislature enacted legislation placing the Board of Accountancy within the Department and strengthening the Board's licensing law. The Legislature also passed legislation significantly revising the licensing statute used by the Real Estate Commission and created a new licensing board to regulate acupuncturists. In 1988, the Legislature approved legislation transferring the Board of Commissioners of the Profession of Pharmacy to the Department.

In 1989, the First Session of the 114th Legislature approved bills proposed by the Department which strengthened the disciplinary powers of the licensing boards, provided limited confidentiality of investigative records, and brought the Board of Chiropractic Examination and the Board of Registration for Land Surveyors within the Department. The Legislature also created a new board to license counsellors. In 1990, pursuant to a federal mandate, legislation was enacted and signed into law which requires real estate appraisers to be licensed by a new State board in the Department.

PROGRAM: The Commissioner is the administrative head of the Department and, as such, budgets for the Department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the Administration. The activities of the Department during FY 89 are discussed in the reports of its component parts.

LICENSES, PERMITS, ETC.:

See individual agencies.

PUBLICATIONS:

See reports of component units.

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1990: The following financial displays were generated from Department accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	80,104	80,104				
Health Benefits	3,577	3,577				
Retirement	16,727	16,727				
Other Fringe Benefits	789	789				
Other Contractual Service	10,148	10,148				
Rents	2,132	2,132				
Commodities	719	719				
Equipment	272	272				
TOTAL EXPENDITURES	114,468	114,468				

BOARD OF ACCOUNTANCY

GLENN S. KERSTEEN, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

SANDRA LEACH, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1967

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 02; Unit: 280; Citation: 32 M.R.S.A., Sect. 3971

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, as established by Title 5, section 12004, subsection 1, shall consist of 5 members appointed by the Governor. Each member of the board shall be a citizen of the United States and a resident of this State. Three members shall be persons registered in accordance with subchapter III and whose principal occupation has been in active practice as a certified public accountant for at least the 5 preceding years. One member shall be a person registered in accordance with subchapter IV and whose principal occupation has been in active practice as a noncertified public accountant for at least the 5 preceding years. One member of the board shall be a representative of the public. Appointments shall be for 3-year terms, except that the terms of 2 members other than the public member shall expire each calendar year and appointments of less than 3 years may be made in order to comply with this limitation. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon the expiration of his term of office, a member shall continue to serve until his successor shall have been appointed and shall have qualified, and the successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only a period actually served which exceeds 1/2 of the 3-year term shall be deemed a full term. The Governor shall remove from the

PROFESSIONAL AND FINANCIAL REGULATION

board any member whose permit to practice has become void, revoked or suspended, and may, after hearing, remove any member of the board for cause.

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates, issuing annual permits to practice to qualified certificate holders, investigating complaints against certificate holders and taking appropriate action where necessary.

During the fiscal year 1990, the Board of Accountancy held 9 meetings and conducted 2 examinations for Certified Public Accountants and Public Accountants. A total of 615 candidates were examined. The November exam resulted in 41 candidates successfully passing the exam. The results of the May exam are pending. The board issued 88 new certificates.

Currently, there are 966 Certified Public Accountants and 84 Public Accountants licensed in Maine. Six complaints were filed with the board; 3 were dismissed; and 3 are pending.

LICENSES, PERMITS, ETC.:

Certification:

Public Accountants

Certified Public Accountants

Annual Registrations:

Offices

Public Accountants

Certified Public Accountants

PUBLICATIONS:

Roster of Licensees (nominal fee)

State Laws

Board Rules & Regulations

Practice of Public Accountancy Laws

Board of Accountancy Rules

Licensee Roster—May be requested in various formats such as: lists, mail labels, and diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,023		18,023			
Health Benefits	1,820		1,820			
Retirement	3,073		3,073			
Other Fringe Benefits	63		63			
Other Contractual Service	52,961		52,961			
Rents	6,034		6,034			
Transfers to Other Funds	6,914		6,914			
TOTAL EXPENDITURES	88,888		88,888			

PROFESSIONAL AND FINANCIAL REGULATION

ACUPUNCTURE LICENSING BOARD

SHELDON R.F. GANBERG, CHAIRMAN
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 9/29/87

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 502; Citation: 32 M.R.S.A., Sect. 12406

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Acupuncture Licensing Board was established to protect the public interest through the regulation of the practice of acupuncture in the State of Maine. The primary responsibilities of the Board are to issue licenses to qualified applicants, to issue yearly renewal of licenses, to investigate written complaints brought before the Board, to answer correspondence, to maintain financial records, and to set fees for annual licensure of acupuncturists.

ORGANIZATION: There is within the Department of Professional and Financial Regulation the Acupuncture Licensing Board as established in Title 5, chapter 379. The Board consists of 5 members appointed by the Governor. Three members shall be licensed acupuncturists, one member shall be a licensed, practicing medical or osteopathic doctor and one member shall be a member of the public who is not licensed to practice any healing art or science and who is not an acupuncturist. Appointments shall be for 3-year terms and no member shall serve more than 3 full consecutive terms.

PROGRAM: During FY 1990 the Board met (six) 6 times. There are currently 21 individuals licensed as acupuncturists in the State of Maine. In June 1989, the 114th Legislature enacted emergency Legislation to broaden the licensure requirements for persons currently practicing acupuncture. This allows the Board to grandfather in numerous individuals who, under the original requirements, did not qualify for licensure.

LICENSES, PERMITS, ETC.:

Licensed Acupuncturists

PUBLICATIONS:

Laws and Regulations

List of licensed acupuncturists (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ACUPUNCTURE LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	2,723		2,723			
Transfers to Other Funds	193		193			
TOTAL EXPENDITURES	2,916		2,916			

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DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

PAUL A. SAYWER, Director, Planning and Management Information Systems

Central Office: Gardiner Annex, Gardiner, Maine 04333

Telephone: 582-8700

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1974

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 028; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 10.5

Legislative Count: 0

PURPOSE: This Division was established to provide administrative support services for all of the bureaus, boards and commissions within the Department and for the Department itself.

Its major responsibilities are Accounting, Budgeting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services, including the preparation of payrolls and related recordkeeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

The Information Systems Support Services section was established as part of the Administrative Services Division for the purpose of coordinating automation and electronic communication initiatives, to create and administer a comprehensive computer network enhancing each agency's ability to fulfill their mission and to administer a centralized licensing database. Using a planning committee, consisting of representatives of each agency, the committee studies issues, sets standards and develops policies relating to the Department's automation and communication initiatives.

ORGANIZATION: This division consists of a Director, a personnel clerk, one Accountant II, one Accountant I, one Account clerk II and one Receptionist.

Within the Administrative Services Division there are three functional units. The first is Financial which provides centralized accounting, budgeting and fiscal services for the department as well as the centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration. The last section, Information Systems Support Services, is responsible for the coordination of automation and electronic communication within the department.

The staff of the Information Systems Support Services section consists of a Director, a part-time Systems Analyst, a Data Control Specialist, and an Information Systems Support Specialist.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department of Professional and Financial Regulation. Additionally, the Division is responsible for ordering and arranging for the services provided to all units by outside staff agencies, the landlord, and by private parties and vendors. It has continued to computerize its functions through the MFASIS System in order to provide better and more varied management information reports.

The Information Systems Support Services section program includes administration of the Department's centralized licensing database (approximately 76,000 licensee records). The section provides quality control for licensing system data as well as printing of licenses and renewal notices, as well as printing of rosters and mailing labels for the licensing agencies and the public. Support Services provided by this section include training, local area network administration, micro computer support, coordinating the acquisition of hardware and software, limited software programming and facilitating the sharing of resources. Consistent with this effort a desktop publishing facility has been established for use by agencies within the Department. Finally this section coordinates telecommunications services and equipment for all agencies.

PUBLICATIONS:

Department of Professional and Financial Regulation, Affirmative Action Planno charge

Department of Professional and Financial Regulation, Expense Account Manualno charge

The Gardiner Gazette, Newsletterno charge

Requests and mailing labels for all licensees are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. The Division has also recently begun providing information on 5 1/4" and 3 1/2" diskettes in ASCII or DIF format for those who wish to have the data for use with their own computer systems. These materials are available for a nominal fee.

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FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF	TOTAL FOR		Special			
ADMINISTRATIVE SERVICES	ALL	General	Revenue	Highway	Federal	Misc.
	FUNDS	Fund	Funds	Fund	Funds	Funds
EXPENDITURES						
Salaries and Wages	244,777		244,777			
Health Benefits	20,486		20,486			
Retirement	52,786		52,786			
Other Fringe Benefits	2,412		2,412			
Other Contractual Service	137,582		137,582			
Rents	25,234		25,234			
Commodities	33,985		33,985			
Grants—Subsidies—Pensions	41		41			
Equipment	200,092		200,092			
Interest—Debt Retirement	11		11			
Transfers to Other Funds	15,480		15,480			
TOTAL EXPENDITURES	732,886		732,886			

ARBORIST EXAMINING BOARD

HENRY L. THIBODEAU, CHAIRMAN
PHYLLIS VIOLETTE, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1933, is comprised of six members appointed by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, one public member; one member from the Bureau of Forestry; and one member with the state registration of pesticides from the Department of Agriculture; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Professional & Financial Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are issued on an annual basis.

PROGRAM: During FY 89-90 the Arborist Examining Board administered 77 exams. All of these exams were given in the category of General Tree Care. At present there are 395 licensed Arborist; 44 Companies, 61 Regular Arborist, and 290 Restricted Arborist.

During FY 89-90 the Board worked on implementing a practical exam to be given in conjunction with the written exam. This has not been completed as the Board is in the process of promulgating new rules.

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During FY 89-90 the Board worked on revising the currently used Study Guide for examination. The Board is in the process of establishing various categories for licensing which will be addressed in the Study Guide.

LICENSES, PERMITS, ETC.:

Title for licenses presently used will be charged once the Board has their rules promulgated.

PUBLICATIONS:

Arborist Study Guide—Sent upon receipt of application fee.

List of licensed Arborist, labels, or diskettes can be purchased for a fee through the Arborist Examining Board, Division of Licensing and Enforcement, Dept. of Professional and Financial Regulation. For further information contact the Board at 582-8723, ext. 2309.

Laws and Rules free of charge upon request.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	500		500			
Other Contractual Services	6,311		6,311			
Transfers to Other Funds	2,764		2,764			
TOTAL EXPENDITURES	9,575		9,575			

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS

ALAN T. BALDWIN, JR., CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

SANDRA LEACH, Board Clerk

Central Office: Gardiner Annex, 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: State House Sta. \$35, Augusta, Maine 04333

Established: 1945

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 288; Citation: 32 M.R.S.A., Sect. 211

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Maine State Board for Licensure of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination and licensure of persons who wish to practice architecture, or Landscape Architecture in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title 'architect' or 'landscape architect' and engage in performing the functions of each; to issue licenses and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for licensure, and employs legal advice and such other assistance as it may deem necessary. Also, records of its proceedings and a register of all applicants for licensure are kept by the Board.

ORGANIZATION: Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order

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to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds 1/2 of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations for the protection of the public health, safety, and welfare, as necessary for the performance of its duties of establishing and maintaining high standards of professional qualifications and ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

During FY 1990, the board moved its office to the State of Maine-Gardiner Annex complex on Northern Avenue in Gardiner, Maine. This enabled the board to maintain regular business hours providing daily public assistance.

The board held 6 meetings to conduct business. During FY 1990 a total of 268 resident architects; 837 non-resident architects; 64 landscape architects; and 61 non-resident landscape architects were licensed.

LICENSES, PERMITS, ETC.:

Licensure:

Architects and Landscape Architects

PUBLICATIONS:

Architect and Landscape Architect Laws

Architect and Landscape Architect Rules

License Roster—May be requested in various formats such as: lists, mail labels, and diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR LICENSURE OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,633		7,633			
Health Benefits	870		870			
Retirement	1,229		1,229			
Other Fringe Benefits	13		13			
Other Contractual Service	46,623		46,623			
Rents	1,870		1,870			
Commodities	351		351			
Interest—Debt Retirement	5		5			
Transfers to Other Funds	7,663		7,663			
TOTAL EXPENDITURES	66,257		66,257			

MAINE ATHLETIC COMMISSION

JOSEPH F. GRAZIANO, CHAIRMAN
MARY-ANN CAMPBELL, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 035; Citation: 32 M.R.S.A., Sect. 13501

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977, professional wrestling was added to the Commission's jurisdiction. In 1987, amateur and professional kick-boxing was added to the Commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing and kickboxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the General Fund by promoters of five percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Professional & Financial Regulation. On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

The Commission consists of five members appointed by the Commissioner of Professional & Financial Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Professional and Financial Regulation employs personnel and provides administrative assistance as required.

PROGRAM: The Athletic Commission held a total of 11 board meetings. The board as of June 25, 1990, has a total of 338 licensees, of which consist of 43 Boxers, 21 Judges, 28 Managers, 7 Physicians, and 110 Wrestlers.

During fiscal year 1990, there were 15 boxing shows, both amateur and professional, 18 wrestling shows of which 16 were live and 2 closed circuit.

The Commission was involved in 1 appeal from a professional boxing event.

LICENSES, PERMITS, ETC.:

<i>Boxing</i>	<i>Wrestling</i>	<i>Kickboxing</i>
Referee	Referee	Assistant Scorekeeper
Manager	Matchmaker	Judge
Physician	Manager	Kickboxer
Second	Physician	Knockdown Timekeeper
Timekeeper	Timekeeper	Kickjudge
Boxer	Wrestler	Matchmaker
Promoter	Promoter	Manager
Knockdown timekeeper		Physician
Judge		Promoter
		Referee
		Second
		Timekeeper

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Labels, diskettes, and lists of Licensee's of the Athletic Commission are available at cost.
Statutes, Rules and Regulations (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,916		5,916			
Health Benefits	270		270			
Retirement	747		747			
Other Fringe Benefits	68		68			
Other Contractual Service	15,224		15,224			
Commodities	342		342			
Transfers to Other Funds	234		234			
TOTAL EXPENDITURES	22,801		22,801			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
COLETTE L. MOONEY, Deputy Superintendent
DONALD GROVES, Deputy Superintendent

Central Office: 124 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Telephone: 582-8713

Established: 1827

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 029; Citation: 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 45

Legislative Count: 12

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 36 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter. The Bureau is also required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

Within the Bureau of Banking, there is created a Securities Division headed by an Administrator appointed by the Superintendent of Banking who, under the direction of the Superintendent, has charge of the enforcement of the Maine Securities Act and makes any necessary investigations under that Act.

Securities Division. To administer and enforce the Revised Maine Securities Act; to review applications to register securities for sale in Maine and to deny registration to offerings which are made on unfair, unjust or inequitable terms or which involve illegal activities or which would work a fraud on purchasers; to review filings for exemptions from registration; to license securities brokers, dealers and

sales representatives transacting business in Maine, as well as persons acting as investment advisers in Maine; to suspend or revoke such licenses for misconduct as defined in the Securities Act; to respond to consumer complaints; to investigate possible violations of the law, and when warranted by the circumstances, to issue cease and desist orders or refer matters to the Attorney General for civil or criminal action. Effective July 16, 1986, the Bureau was given responsibility for administering and enforcing the Business Opportunity Law and the State Commodity Code.

ORGANIZATION:

Banking. From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The title of Bank Commissioner was changed to Bank Superintendent and the statutes provided for one or more Deputy Superintendents. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non-deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

In early 1985, a reorganization of the administrative staff of the Bureau was implemented. The Banking Division was divided into two functional groups with the responsibility for coordination and development of each area delegated to a Deputy Bank Superintendent. The Deputy Superintendent of Examination supervises the Bureau's professional field staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent of Research/Administration is responsible for the development of the Bureau's data base, bank monitoring systems, legislative/rule-making activities and manages the office staff. A Financial Analyst position was also added to the Bureau's administrative staff, recognizing the need for more comprehensive, continuous analysis of changes in the financial services industry and the Bureau's role in monitoring these developments. The 1987 Agency Review conducted by the Joint Standing Committee on Audit and Program Review recommended that the Bureau increase the visibility of its role as the State's regulator of financial institutions and its complaint mediation process. The Bureau has developed a Consumer Outreach Program and employs one individual to direct this program.

Securities Division. The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1984 the securities law was further amended to accommodate electronic registration of agents and to provide authority to order stale applications abandoned.

PROFESSIONAL AND FINANCIAL REGULATION

In 1985, the One-Hundred-and-Twelfth Legislature passed, and the Governor signed into law, An Act to Revise the Maine Securities Act. The new law, based on a modified version of the draft Revised Uniform Securities Act, became effective September of 1985. Among the many changes brought about by this legislation, the revised Act expanded the enforcement authority of the State, required the licensing of investment advisers, and provided for the registration of securities by notification, coordination, and qualification.

Legislation enacted in 1986 gave the Securities Division enforcement powers with respect to the sale of certain types of business opportunities and commodity contracts. During the same legislative session, the Takeover Bid Disclosure Law, which had been administered by the Division, was repealed because of concern over its constitutionality. In 1985, the Legislature transferred from the Superintendent of Banking to the Securities Administrator responsibility for directing the activities of the Securities Division.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutes require the examination of state-chartered financial institutions once every three years; during fiscal year 89-90, the Bureau conducted 33 safety and soundness examinations and 8 specialized examinations. A computer based system also monitors bank performance between on-site visits. To further inform Maine consumers in the more complex aspects of financial services, the Bureau has developed a Consumer Outreach Program which has distributed over 25,000 copies of informational booklets prepared by the agency. The latest booklet, "A Student's Guide to Banking and Personal Money Management," is being used in over 110 high schools statewide, and a representative of the Bureau has made 74 presentations at 40 of these schools. The Bureau has developed a video entitled "Applying for a Loan" to supplement this educational program and is also producing another video about money management. The lending video was utilized by 72 schools/organizations.

The Bureau's complaint resolution program has been expanded to include two staff members who, during the fiscal year 1989-90, responded to over 800 consumer complaints and/or inquiries. The Bureau has also developed a voluntary program for resolution of complaints involving federally chartered banks not subject to the direct supervision of the Bureau of Banking. Through these efforts, the Bureau has effected about \$66,700 in restitution to Maine consumers.

In 1983, the Maine Banking Code was amended to provide a notification process for opening, closing, or relocating a branch office of a financial institution. The Superintendent retains the right to require a comprehensive application for such transactions as circumstances warrant. During fiscal year 1990, 19 letters of notification were processed: 10 to open or relocate branches, and 9 to close branches. In addition five comprehensive applications were processed: two to open branches, three to close branches. One application to close a branch was denied. In two separate transactions, the Bureau gave permission to two financial institutions to acquire two branches from one of Maine's largest financial institutions.

Maine's financial institutions continue to expand satellite facilities networks. There are now over 400 shared satellite facilities available in this state and nationwide networks are now accessible to Maine consumers travelling throughout the country.

In other applications activity, the Bureau granted permission to a group of investors to organize an independent commercial bank in Presque Isle, two financial institutions were allowed to form real estate subsidiaries for the purpose of disposing of bank-acquired property, a bank holding company was formed, and the acquisition of a small federally chartered stock savings bank by a bank holding company was approved. The Bureau also approved, on an expedited basis, the merger of a federally chartered credit union into a state chartered credit union.

Administrative personnel of the Bureau participated in programs offered by industry groups, professional associations and federal regulatory agencies. Advanced examiner training involved several examiners in interagency schools designed to increase the level of expertise in bank examination and supervision. One principal examiner also serves as an instructor at schools sponsored by the Education Foundation of State Bank Supervisors, and one serves on the Board of Directors of a national organization of financial examiners. The scope of examination responsibilities also includes electronic data processing, bank holding companies, and formal compliance review.

Securities Division. During fiscal year 1989-90, the Securities Division received and processed 3,246 applications to register securities, 210 notifications to perfect exemptions for private offerings, 672 notifications to perfect exemptions for exchange-listed securities, and 114 notifications to perfect exemptions for transactions with existing security holders. This represented an annual decrease in total securities filings of approximately 1%, reflecting a continuing flatness in the new issues market.

PROFESSIONAL AND FINANCIAL REGULATION

This same flatness is seen in the number of securities professionals licensed in Maine. At the end of the fiscal year, there were 809 broker-dealers, a decrease of 5.6% from the prior year, 147 investment advisers, an increase of 20%, and 17,093 sales representatives, an increase of 2.3%.

The Division continued its practice of carefully screening licensing applicants with disciplinary problems in other jurisdictions. As a result of objections raised by the Division, 310 sales representative licensing applications were withdrawn, an increase of 4% from the prior year, and 23 broker-dealer licensing applications were withdrawn, an increase of 109%.

The Division's active enforcement program yielded significant benefits for Maine citizens. Restitution of \$194,745 was recovered during the fiscal year, with approximately half of that amount resulting from enforcement actions against penny stock firms. The Division also aided investors or their attorneys to recover directly an additional \$54,000. Finally, prompt action on behalf of investors brought about cancellation of transactions totalling \$7,397.

The Division's enforcement actions also produced \$105,544 in monetary penalties. Those penalties resulted from 14 separate actions. During the fiscal year, the Division executed 11 consent agreements and obtained a criminal conviction in a prosecution commencing during fiscal 1989.

One of the Division's major initiatives was a detailed study of the fees being paid by Maine residents in connection with mutual fund installment plans aggressively marketed in Maine by a New York firm. Concluding that the fees were indefensibly high, the Division refused to re-register those plans, and thus, as of March 1, 1990, the firm was not allowed to sell any new plans in Maine. The Division is currently conducting a similar analysis of installment plans sold by other mutual fund companies.

A consumer education pamphlet entitled "The Risks of Penny Stock Investing" was published during the fiscal year and distributed to approximately 18,000 Maine residents. The Division is currently preparing a brochure on mutual funds, which should be available sometime during the Fall of 1990. Like the earlier publication, this brochure is not being financed with tax dollars but rather through money obtained as part of Superior Court consent decree with a brokerage firm.

LICENSES, PERMITS, ETC.:

License:

- Broker-Dealer
- Sales Representative
- Investment Adviser
- Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

- Maine Bureau of Banking Regulations and Bulletins—(\$65.00)
- Annual Updates—Regulations and Bulletins—(\$20.00 per year)
- Report of the Superintendent, Bureau of Banking, for the Ten Year Period June 30, 1972-June 30, 1982—(\$5.00)
- Report of the Superintendent, Bureau of Banking, Status of Maine's Financial Institutions (Annually 1/15/85 through 1/15/90)—(\$5.00 each)
- Revised Maine Securities Act—(Free*)
- Investor Alert—(Free*)
- The Risks of Penny Stock Investing—(Free*)
- A Consumer's Guide to Understanding Mortgage Points and Other Settlement Costs—(Free*)
- Student's Guide to Banking & Personal Money Management (Free*)
- "Applying For a Loan" Video—Free rental; purchase—\$8.00
- Free to Maine residents only; non-Maine residents—\$1.50 per publication.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	866,387	273,800	592,587			
Health Benefits	70,328	21,816	48,512			
Retirement	164,190	56,158	108,032			
Other Fringe Benefits	7,832	2,673	5,159			
Other Contractual Service	238,658	37,408	201,250			
Rents	53,986	15,458	38,528			
Commodities	14,381	5,361	9,020			
Equipment	72,323	36,449	35,874			
Transfers to Other Funds	709		709			
TOTAL EXPENDITURES	1,488,794	449,123	1,039,671			

STATE BOARD OF BARBERS

PHILLIP A. DAVIS, CHAIRMAN

GERALD L. BETTS, Regulatory Board Coordinator

MARY MONROE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Ext: 2317

Established: 1937

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 292; Citation: 32 M.R.S.A., Sect. 351

Average Count—All Positions: 1.5

Legislative Count: 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a license for the practice or instruction of barbering in the State of Maine; to issue and renew annually such licenses to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the license of any barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom licenses are issued.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). The Board became a part of Professional and Financial Regulation in August, 1986. This Board now consists of four members: one is a lay person representing the public and three are active barbers. The four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a Board Clerk.

PROGRAM: During FY 1990, the Board held 5 organized meetings; 3 administered examinations for 19 candidates and 1 barber instructor candidate. One candidate failed the barber examination.

The following number of licenses, registrations and permits were issued this fiscal year: apprentice registrations 6, barber licenses 812, barber shop licenses 366, barber booth licenses 81, instructor licenses 11, student permits 23, technician licenses 1, and 4 temporary permits.

1989 Public Law Chp. 162 was enacted which would allow licensed barbers to provide barbering services on persons in their private businesses provided the services comply with Board Rules.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

License:

Barber Shop

Barber

Instructor

Registration:

Technician

Barber Apprentice

Permit:

Work

Barber Student

PUBLICATIONS:

Rules and Regulations pertaining to Barber Shops (free)

State Board of Barber Laws Pertaining to Barbers (free)

Rules Pertaining to Barber Instructors (free)

Rules Pertaining to Licensure Fees (free)

Licensee Roster—May be requested in various formats such as: lists, mail labels and diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	24,624		24,624			
Health Benefits	3,026		3,026			
Retirement	4,627		4,627			
Other Fringe Benefits	85		85			
Other Contractual Service	6,523		6,523			
Transfers to Other Funds	9,220		9,220			
TOTAL EXPENDITURES	48,105		48,105			

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT

TIMOTHY P. DENNIS, Secretary

LINDA PUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Station 35, Augusta, Maine 04333

Established: 1923

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 297; Citation: 32 M.R.S.A., Sect. 501

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register

PROFESSIONAL AND FINANCIAL REGULATION

qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: The Board met five times during FY 90 to conduct business. They also conducted two seminars and state conventions. The Board accepts the Written Clinical Competency portion of the national exam in lieu of the written portion of the state exam, but requires all candidates for licensure to sit for the State practical exam which is administered twice each year. There are presently 334 chiropractors licensed in Maine, 174 of whom practice in the state.

LICENSES, PERMITS, ETC.:

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

List of all licensees—At cost.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL \FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,455		5,455			
Health Benefits	664		664			
Retirement	954		954			
Other Fringe Benefits	88		88			
Other Contractual Service	22,387		22,387			
Commodities	349		349	120		120
Equipment	9,937		9,937			
Transfers to Other Funds	5,867		5,867			
TOTAL EXPENDITURES	45,701		45,701			

BOARD OF COMMERCIAL DRIVER EDUCATION

RICHARD NICKLESS, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

DAWN L. TEED, Board Clerk

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: January 1, 1982

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 295; Citation: 32 M.R.S.A., Sect. 9552

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The Board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

The board held ten meetings and a total of 285 commercial driver education schools and instructors are currently licensed; 105 Class A schools; 2 Class B schools; 119 Class A instructors; and 61 Class B instructors.

Nineteen complaints were filed with the board; 11 were dismissed; 5 pending; and 3 consent agreements were issued.

LICENSES, PERMITS, ETC.:

Class A Commercial Schools

Class B Commercial Schools

Class A Commercial Instructors

Class B Commercial Instructors

PUBLICATIONS:

Commercial Driving Instruction Laws (Free)

Board of Commercial Driver Education Rules (Free)

Licensee Roster—May be requested in various formats such as: Lists, Mail labels, and diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	280		280			
Other Contractual Service	16,970		16,970			
Transfers to Other Funds	5,528		5,528			
TOTAL EXPENDITURES	22,778		22,778			

BUREAU OF CONSUMER CREDIT PROTECTION

WILLIAM N. LUND, Superintendent

Central Office: Gardiner Annex, Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333-0035

Telephone: 582-8718

Established: 1975

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 030; Citation: 9-A M.R.S.A., Sect. 6-103

Average Count—All Positions: 16

Legislative Count: 0

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conforms to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Collection Agencies, Simplified Consumer Loan Contracts, Credit Reporting Agencies, and Credit Services Organizations.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the Bureau to the Bureau of Consumer Credit Protection.

PROGRAM: The Bureau's activities are composed of three (3) basic functions: A comprehensive examination program, a consumer complaint division and a consumer education program.

The examination staff, consisting of 5 field examiners and supervisory personnel, expend the majority of their time in the examination of financial institutions and mortgage banking companies. Collection agencies and large retail creditors are also examined on a regular basis. The trend of centralization of records at out-of-state locations by large retailers has continued, resulting in a requirement for increased out-of-state travel for the examination staff.

During FY '90, 400 creditors, 15 collection agencies, and 5 credit reporting agencies were examined. During this period, creditors refunded approximately \$441,370 to consumers as a result of violations discovered during the examination process. The Bureau cited 1,445 violations of Truth-in-Lending Laws and 2,811 Consumer Credit Code violations after reviewing 34,527 transactions. Eighty-two percent (82%) of the refunds were the result of creditors from out of state failing to obtain licenses from the Bureau and for improperly assessing and collecting fees and excess finance charges, with 33 consumers receiving average refunds of \$11,010 each. A fine of \$7500 was also levied against a collection agency for violating the debt collection statutes.

The Bureau's Complaint Division responded to approximately 2,000 consumer grievances, including 365 formal written complaints. Many were mediated informally, by telephone, while others required conferences, hearings and/or formal resolutions. As a result of the efforts of the Complaint Division, an additional \$249,030.71 was refunded to consumers. This amount has more than tripled since FY '87, a result attributable in part to reorganized staffing and increased computerization of the functions of this division.

The Examination Staff and the Complaint Division cooperated on several investigations during FY '90, when consumer inquiries concerning creditor practices led to full-scale examinations of those creditors, large refunds to various classes of borrowers, and disciplinary sanctions imposed on several lenders.

The Bureau fulfilled its consumer education responsibilities by speaking to a variety of groups and organizations, including many seminar panel appearances and service club presentations. The Bureau has also established a distribution network with officials of the ASPIRE program, and informational brochures were provided to persons and groups seeking assistance under that program.

The Bureau licensed or registered the following creditors and businesses in FY 89:

Supervised Financial Organizations (banks, credit unions—including branches) 537

PROFESSIONAL AND FINANCIAL REGULATION

Supervised Lenders	102
Other Creditors (excluding branches)*	1,515
Sales Finance Companies	51
Collection Agencies	45
Credit Service Organizations	45
Total	2,270

*This year's "other creditor" tally includes the following categories, which were not incorporated into last year's totals:

Insurance Premium Finance Companies	16
Mobile Home Dealers	56
New Car Dealers	243
Used Car Dealers	142

LICENSES, PERMITS, ETC.:

License:
 Collection Agencies
 Supervised Lenders-Consumer Credit Code
 Registration:
 Consumer Credit Code Notification
 Credit Services Organizations

PUBLICATIONS:

Down Easter Guide to Credit Cards (free to Maine residents)
 Down Easter's Pocket Credit Guide (free to Maine residents)
 Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
 Cut Rate Auto Financing (free to Maine residents)
 Downeaster Consumer Guide to Credit Bureaus and Credit Reports (free to Maine residents)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS					
EXPENDITURES						
Salaries and Wages	354,591	32,699	321,892			
Health Benefits	29,763	2,501	27,262			
Retirement	71,352	8,664	62,688			
Other Fringe Benefits	2,016	124	1,892			
Computer Services—State	211		211			
Other Contractual Service	116,683		116,683			
Rents	32,831		32,831			
Commodities	11,434		11,434			
Equipment	6,337		6,337			
Interest—Debt Retirement	7		7			
Transfers to Other Funds	920		920			
TOTAL EXPENDITURES	626,145	43,988	582,157			

CONTINUING EDUCATION ADVISORY BOARD

JOSEPH A. EDWARDS, Chief Executive
EVERARD B. STEVENS, Deputy Chief Executive

Central Office: Gardiner, Maine
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333-0035
Established: September 30, 1989
Reference: Policy Area: 01; Umbrella: 92; Unit: 518;
Average Count—All Positions: 6

Telephone: 582-8707

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: To establish procedures for the review of and recommendations for courses submitted to the Bureau by Vendors for the use of Agents, Brokers and Consultants in the fulfillment of the C.E. requirements.

ORGANIZATION: The Board consists of 6 members.

PROGRAM: The newly formed Continuing Education Advisory Committee met several times since its inception (October 1, 1989) to develop procedures for the implementation of the Continuing Education requirement for Agents, Brokers and Consultants, Forms were designed and courses were reviewed in order to make recommendation to the Superintendent of Insurance for either approval or disapproval. This will be an ongoing process.

FINANCES, FISCAL YEAR 1990: 24-A 1876 provides that expenditures of this unit, which amounted to \$1,220.97 in FY 89, shall be borne by the Bureau of Insurance.

STATE BOARD OF COSMETOLOGY

DAWN GILBERT, Chairperson
GERALDINE L. BETTS, Regulatory Board Coordinator
MARY MONROE, Board Clerk

Central Office: Gardiner Annex, Northern Ave., Gardiner, Me.

Telephone: 582-8745

Mail Address: Statehouse Sta. #62, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June, 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 305; Citation: 32 M.R.S.A., Sect. 1601

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The Board was established to administer, coordinate and enforce Chapter 23; evaluate the qualifications and examine applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 6 members appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

PROGRAM: The Board of Cosmetology conducted twenty-four cosmetology examinations during the FY 1989-90. A total of 410 candidates were examined with 261 candidates failing the original exam and 176 returning to retake the portion(s) of the exam failed. Of the candidates re-examined, 143 passed. A total of 8 cosmetology instructor examinations were conducted. In addition, the Board held six board meetings and three informal conferences.

The Board is currently considering the feasibility of requiring continuing education for licensees to ensure and maintain public health and protection.

The Board has contracted with a qualified provider to review, recommend and restructure the administration of the practical examination to guarantee applicants are being tested at job entry levels, demonstrating competence for the promotion of public protection. This process will also diminish any question of possible subjectivity in the administering of this type of examination.

In August of 1991, the Maine Board of Cosmetology will be hosting the National Interstate Council for State Boards of Cosmetology annual conference.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

License:

- Aesthetic License
- Cosmetology License
- Cosmetology Instructor License
- Manicuring License
- Demonstrator License
- Beauty Shop License

Permits:

- Cosmetology Student Permit
- Temporary Permit to Practice Cosmetology

Registration:

- Apprentice Cosmetology Registration
- Apprentice Manicurist Registration

PUBLICATIONS:

- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1984 (free)
- Rules of Practice (free)
- Rules Relating to Apprentice, Manicurist (free)
- Rules for Certifying Cosmetology Instructors (free)
- Licensee Roster—May be requested in various formats such as: Lists, Mail Labels and Diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	99,066		99,066			
Health Benefits	13,542		13,542			
Retirement	18,187		18,187			
Other Fringe Benefits	1,123		1,123			
Other Contractual Service	57,818		57,818			
Rents	19,508		19,508			
Commodities	4,434		4,434			
Grants—Subsidies—Pensions	620		620			
Interest—Debt Retirement	32		32			
Transfers to Other Funds	1,453		1,453			
TOTAL EXPENDITURES	215,783		215,783			

BOARD OF COUNSELING PROFESSIONALS LICENSURE

WYLIE C. RUDOLPH, CHAIRMAN

JERI W. STEVENS, Secretary

DIANE BRADSTREET, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1989

Sunset Review Required by: 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 514; Citation: P.L. 465

Average Count—All Positions: 0

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: The Board of Counseling Professional Licensure was created in the second session of the 114th Legislature in order to ensure that the public is protected by a common code of standards and ethics among those who represent themselves as professional counselors qualified to assess and treat intrapersonal and interpersonal and other dysfunctional behaviors, and to assist in the overall development and adjustment of those served.

ORGANIZATION: The Board's full complement will consist of 13 members, 12 of whom are appointed by the Governor to 3 year terms under the following designations:

- 2 Professional Counselors
 - 2 Clinical Professional Counselors
 - 2 Marriage and Family Therapists
 - 2 Pastoral Counselors
 - 3 Public Members (one of whom must be a consumer of counseling services)
 - 1 Counselor not qualified for licensure (ex officio, nonvoting)
- One member of the Board shall be appointed by the Chancellor of the University System, and shall be a member of the faculty involved in the training of counselors.

PROGRAM: The Board is currently in the process of promulgating rules in accordance with their statute. They will subsequently develop examination material, and shall be authorized to issue licenses as of January 1, 1990; licensure and registration for professional counselors shall become mandatory on October 1, 1992.

LICENSES, PERMITS, ETC:

Licensed Professional Counselor
Licensed Clinical Professional Counselor
Licensed Marriage and Family Therapist
Licensed Pastoral Counselor
Registered Counselor

PUBLICATIONS:

Laws of the Board of Counseling Professionals—Free
Roster of Licensees and Registrants—at cost

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS

NORMAN J. VALLIERE, D.M.D., PRESIDENT

DONALD PONITZ, D.D.S., VICE-PRESIDENT

FRANK R. LOWREY, D.D.S., SECRETARY-TREASURER

Central Office: 2 Bangor Street, Augusta, Maine 04333

Telephone: 289-3333

Mail Address: Statehouse Station #143, Augusta, Maine 04333

Established: 1891

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 313; Citation: 32 M.R.S.A., Sect. 1071

Average Count—All Positions: 2.5

Legislative Count: 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for

PROFESSIONAL AND FINANCIAL REGULATION

a certificate to practice dentistry, dental hygiene, or denture technology or radiography in Maine; collect payment of specified fees to register dentists and dental hygienists biannually, denture technologists annually and radiographers every five years who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with, or violations of, the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, a vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examiners met at least monthly in Augusta with lengthy agendas. Agenda items included: interviews for licensure; consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

In FY 89, 42 dentists were newly licensed. A total of 1,012 are registered for the biennium 1990-1991. Of these 390 list out of state residences or practices. The Board issued 60 new licenses to dental hygienists in the past fiscal year. While there are currently 899 registered for the 1989-1990 biennium, 133 of these currently reside out of state. As for radiographers, 95 were newly licensed while there are currently 411 registered. There are no denture technologists currently registered in this state.

During FY 90 the Board implemented new rules in regards to Anesthesia/sedation and Continuing Education requirements for registration of dentists and dental hygienists. The licensure requirements were also revised. A new Dental Directory has been printed.

LICENSES, PERMITS, ETC.:

Certificate of Ability to practice:

- Dentists
- Dental Hygienists
- Denture Technologists
- Dental Radiographers

PUBLICATIONS:

Laws Relating to the Practice of Dentistry, Dental Hygiene and Denture Technology (Free).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
BOARD OF DENTAL EXAMINERS						
EXPENDITURES						
Salaries and Wages	31,294		31,294			
Health Benefits	2,859		2,859			
Retirement	5,439		5,439			
Other Fringe Benefits	423		423			
Other Contractual Service	41,460		41,460			
Rents	5,753		5,753			
Commodities	2,870		2,870			
Equipment	10,867		10,867			
Transfers to Other Funds	8,379		8,379			
TOTAL EXPENDITURES	109,344		109,344			

ELECTRICIANS' EXAMINING BOARD

PATRICK STARRS, CHAIRPERSON

DOLORES DRAKE, Board Clerk

DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: State House Sta. #35, Augusta, Maine 04333

Established: 1953

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 02; Unit: 318; Citation: 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 8

Legislative Count: 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power and other purposes, and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician, Apprentice, Journeyman-In-Training, or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, and administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installation of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation) (renamed the Department of Professional & Financial Regulation).

The Board consists of the Commissioner of the Department of Professional and Financial Regulation or her representative, and six members appointed by the Governor; one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one representative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 1990, the Electricians' Examining Board held 16 meetings. A total of 8,338 people hold licenses issued by the Board. As of June 25, 1990 there are a total of 8,338 people licensed with the Board: Masters, Journeyman, Journeyman-in-training, Limited licenses, and Helpers.

The Board utilizes a national exam which is administered by a testing service. The testing service administered a total of 7 examinations with 581 examinees, of which 57% passed.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). During FY 1990, the inspectors made 1,893 commercial inspections, 1,163 residential inspections, 516 license checks, 2,411 consultations, 507 certification checks and 227 complaints from which resulted in 7 cases, 6 dismissed cases, and 1 which is still under investigation.

The Board also checks electrical vocational school students' projects and approves code classes throughout Maine that inform electricians of important code changes.

The inspectors assist the State Fire Marshal's Office with investigations of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installations.

LICENSES, PERMITS, ETC.:

License:

Apprentice Electrician

Helper Electrician

Journeyman-in-Training

PROFESSIONAL AND FINANCIAL REGULATION

Journeyman Electrician
Limited Electrician
Master Electrician
Electrical Permits
Certifications

PUBLICATIONS:

Labels, diskettes, and lists of Licensees of the Electricians Examining Board are available at cost.
Statutes, Rules and Regulations (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	194,362		194,362			
Health Benefits	20,882		20,882			
Retirement	37,426		37,426			
Other Fringe Benefits	2,490		2,490			
Other Contractual Service	104,228		104,228			
Rents	1,945		1,945			
Commodities	586		586			
Grants—Subsidies—Pensions	25		25			
Equipment	142,277		142,277			
Transfers to Other Funds	9,457		9,457			
TOTAL EXPENDITURES	513,678		513,678			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

RICHARD A. COLEMAN, PE, CHAIRMAN
WALTER J. VERRILL, PE, Secretary

Central Office: Terminal Building, Augusta State Airport
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Telephone: 289-3236

Established: 1935

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 322; Citation: 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers and one representative of the public, appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: During FY 1990, 409 candidates successfully completed the requirements for registration as Professional Engineers. Of that number, 114 qualified through written examination, 274 by Comity with other jurisdictions, and 21 by oral examination. These candidates are rapidly registered as their credentials have been previously gathered and verified. As of June 30, 1990, a total of 4565 engineers were registered for the remainder of the two year period ending December 31, 1991.

During FY 1990, 286 applicants were examined for certification as Engineer-in-Training. Of those examined, 190 passed.

The Board maintains membership in the National Council of Engineering Examiners (NCEE). Members fully participate in the activities of the Council. Several serve on Council Committees and in some cases serve as chairman of a committee. Individual members of the Board also maintain membership in the several state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession.

The Board used the Uniform Written Examination as provided by the NCEE for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the NCEE at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEE examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards and assume minimum competence to practice.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 27, 1989 for 78 Professional Engineer candidates and on October 28, 1989, for 59 Engineer-in-Training candidates. Also, on October 28, 1989, 67 Engineer-in-Training candidates sat for examination in Orono. Of the 78 taking the P.E. exam, 46 passed. Of the 126 taking the EIT exam, 80 passed.

The spring examinations were also given at Augusta and Orono. On April 20, 1990, 122 candidates sat for the P.E. exam in Augusta. On April 21, 1990, 45 candidates sat for the FE exam in Augusta. Also on April 21, 1990, 115 candidates sat for the EIT exam at Orono. Of the 122 taking the P.E. exam, 76 passed. Of the 160 taking the EIT exam, 110 passed.

All but 2 of the 34 oral candidates who sat for examination granted were found qualified and registered as Professional Engineers.

The Board held 5 meetings during FY 90. These were held September 20 and 21, 1989, January 11, March 14 and 15, and June 20 and 21, 1990.

LICENSES, PERMITS, ETC.:

Registration:

Professional Engineer
Engineer-in-Training

PUBLICATIONS:

“Forty-eighth Annual Report With Roster of Professional Engineers” as of January 1, 1989 (free for public purposes)

“Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers” (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,517		19,517			
Health Benefits	1,618		1,618			
Retirement	3,027		3,027			
Other Fringe Benefits	227		227			
Computer Services—State	2,657		2,657			
Other Contractual Service	47,432		47,432			
Rents	2,161		2,161			
Commodities	931		931			
Equipment	427		427			
TOTAL EXPENDITURES	67,774		67,774			

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

RONALD LOVAGLIO, CHAIRMAN
KELLY B. WEBSTER, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1975

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 333; Citation: 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the State Board of Licensure for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by licensing professional foresters, and has the power to revoke or suspend the license of a professional forester for cause.

ORGANIZATION: The Board consists of 5 licensed professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1,2,3,4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the term of any initial board member, the Governor appoints members for a 5-year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: The Board of Licensure for Professional Foresters conducted 9 board meetings. As of June 26, 1990, 106 new applicants applied for licensure, and a total of 1027 are currently licensed.

In 1989, the Legislature revised the laws governing the licensing of foresters to mandate a 2-year internship, beginning in 1990, and examination, beginning in 1991. The Board revised the rules to cover the Legislature's internship requirements and are now in the process of revising the rules and procedures to fulfill the Legislature's mandated examination requirements by 1991.

LICENSES, PERMITS, ETC.:

License:

Licensed Professional Forester

PUBLICATIONS:

Labels, diskettes, and lists of Licensees of the Board of Licensure of Railroad Personnel are available at cost.

Statutes, Rules and Regulations (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,290		1,290			
Other Contractual Service	11,932		11,932			
Transfers to Other Funds	4,489		4,489			
TOTAL EXPENDITURES	17,711		17,711			

STATE BOARD OF FUNERAL SERVICE

DAVID E. DESMOND, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

DAWN L. TEED, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1903

Sunset Review Required By: June 30, 1993

Reference: Policy Area: 01; Umbrella: 02; Unit: 331; Citation: 32 M.R.S.A., Sect. 1451

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Funeral Service was established to protect the public through regulation of the practice of funeral service in the State of Maine. The primary responsibilities of the Board are to examine and license qualified applicants for a license to practice funeral service; to inspect funeral establishments; and to revoke or refuse to renew any license after proper notice and hearing.

ORGANIZATION: The State Board of Funeral Services consists of 7 members, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members are appointed by the Governor for terms of 4 years. In the case of vacancy by any reason, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments.

The Board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

PROGRAM: During FY 1989 the Board met 9 times. In June 1989, the 114th Legislature passed emergency legislation to clean up several technical areas of Board statute, and to re-establish the licensure categories of "embalmer" and "director." This will allow those who wish to specialize to do so without having to complete all the training required for a full practitioner license. As a result the board adopted new rules on March 29, 1990.

There are currently 343 licensed practitioners, 159 funeral homes, 20 practitioner trainees, 212 funeral attendants, 1 embalmer, and 7 funeral directors.

Five complaints were filed with the board; 1 was dismissed; 1 pending; 1 letter of reprimand was issued; 2 consent agreements were issued.

LICENSES, PERMITS, ETC.:

Licenses:

- Practitioner
- Funeral Director
- Embalmer

Registration:

- Funeral Home
- Practitioner Trainee
- Funeral Attendant

PUBLICATIONS:

- Roster of licensees (fee: at cost)

- Rules and Regulations

- Licensee Roster—May be requested in various formats such as: Lists, Mail Labels, and Diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,215		6,215			
Health Benefits	54		54			
Retirement	856		856			
Other Contractual Service	23,413		23,413			
Commodities	52		52			
Interest—Debt Retirement	8		8			
Transfers to Other Funds	5,218		5,218			
TOTAL EXPENDITURES	35,816		35,816			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

MARY E. CASWELL, C.P.C.U., CHAIRMAN
JOSEPH A. EDWARDS, Superintendent

Central Office: Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Telephone: 582-8707

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 033; Citation: 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and, so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public.

The board may, in addition, consult with the superintendent with respect to possible Legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Board met during the fiscal year to update the Property and Casualty Consultants Examination. This was completed and the revision filed with the Licensing Division for use as needed. Educational Testing Service (ETS) continued their evaluation and

PROFESSIONAL AND FINANCIAL REGULATION

testing functions and are scheduled to be replaced by Assessment Services Incorporated (ASI) as of July 1, 1990.

LICENSES, PERMITS, ETC.:

The Board issues no licenses itself, but participates in preparation of examinations used as a basis for licensing by the Bureau of Insurance.

FINANCES, FISCAL YEAR 1990: 24A MRSA, Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

ANDREWS L. TOLMAN, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

SANDRA LEACH, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 070; Citation: 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experienced background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Professional and Financial Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Professional and Financial Regulation.

PROGRAM: The Board held 4 regular meetings during FY 90 to conduct its business. No complaints are under investigation. As of June 30, 1990, 93 Geologists and 43 Soil Scientists hold valid licenses in the State.

LICENSES, PERMITS, ETC.:

Certification:

Geologists

Soil Scientists

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Roster: (at cost)

Laws and Rules and Regulations (free)

Licensee Roster—May be requested in various formats such as: Lists, Mail Labels, and Diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	180		180			
Other Contractual Service	2,608		2,608			
Transfers to Other Funds	3,283		3,283			
TOTAL EXPENDITURES	6,071		6,071			

BOARD OF HEARING AID DEALERS AND FITTERS

DALE LALONE, CHAIRMAN

SUSAN GREENLAW, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 01; Umbrella: 02; Unit: 164; Citation: 32 M.R.S.A., Sect. 1660A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to protect the public by regulating the practice of selling and fitting of hearing aids in the State of Maine.

Trainee permits are issued by the Board to qualified applicants at least 30 days prior to the next scheduled exam date. During this period, the trainee is required to work under the direct supervision of a licensed hearing aid dealer and fitter or a physician.

The Board currently uses the testing services provided by the National Hearing Aid Society to qualified applicants followed by an oral and practical examination established by the Board as part of the licensing requirement. Full exams are scheduled at least twice a year.

A business license is issued to any qualified corporation, partnership, trust, association or other like organization engaged in the business of selling or offering for sale hearing aids at retail in the State.

All licenses expire annually on January 31st.

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public.

All members of the Board are appointed by the Governor. The term of office of each member shall be 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer.

PROGRAM: The Board met six times during fiscal year ending June 30, 1990. Six trainees were examined in October of 1989 and four were examined in May of 1990. The Board currently has 91 licensed hearing aid dealers and fitters, 44 business licenses and 10 trainee permits.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

License:

Business

Hearing Aid Dealers and Fitters

Permit:

Trainee

PUBLICATIONS:

Rules and Regulations

Roster—at cost

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,680		1,680			
Other Contractual Service	10,477		10,477			
Transfers to Other Funds	4,382		4,382			
TOTAL EXPENDITURES	16,539		16,539			

BUREAU OF INSURANCE

JOSEPH A. EDWARDS, SUPERINTENDENT

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 02; Unit: 031; Citation: 24A M.R.S.A., Sect. 200

Average Count—All Positions: 68.5

Legislative Count: 0

Organizational Units:

General Lines Agent Examination Advisory Board

Life Agent Examination Advisory Board

Property and Casualty Division

Examination Division

Consumer Services Division

Computer Division

Securities Division

Administrative Division

Licensing Division

Life and Health Division

Actuarial Division

Legal Division

Market Conduct Division

Self-Insurance Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine, to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

PROFESSIONAL AND FINANCIAL REGULATION

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may seek suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its twelve divisions.

Actuarial Division. The Actuarial/Statistical Division consists of a life and health actuary, a property and casualty actuary and two statisticians. The Property and Casualty actuarial unit is responsible for technical support to the Examination Division regarding the adequacy of claims' reserves held by insurers, self-insurers and non-profit health plans. Another primary duty of this unit is to analyze and recommend rate levels respecting property and casualty rate changes.

The Life and Health actuarial unit has similar responsibilities for health insurance rate filings and evaluates reserve levels held by life and health insurers, non-profit health service organizations and health maintenance organizations.

Although statistics for rate filings and price changes in insurance costs are reported under the Property and Casualty and Life and Health divisions, the actuarial and statistical staff have major responsibilities in these areas. Additionally, data bases are maintained concerning workers' compensation claims, mandated health and substance abuse benefits, and the Maine High Risk Health Pool.

Administrative Unit. The Administrative Unit provides clerical support for the Superintendent and two Deputy Superintendents. Major responsibilities include operation of the switchboard and organization and maintenance of administrative and legislative files.

Computer Division. The Computer Division is responsible for the automation needs of all the divisions within the Bureau. The Division is responsible for training Bureau staff in word processing and other computer operations. In fiscal year 89-90 the Division developed a database application for tracking workers' compensation costs. Thirty-five work stations were added to complete the installation of the computer network.

Consumer Services Division. The Consumer Services Division served 1,872 complaints and 6,708 inquiries during the fiscal year 1989-90. Two hundred sixty hearings were scheduled on cancellation or nonrenewal of insurance policies; 185 hearings were held with 115 of the cases decided in favor of the insured and 70 decided for the company; 75 hearings were cancelled because either the insurer agreed to continue the policy in force or the insured requested cancellation of the hearing. The division returned \$1,095,000 in claims and returned premium to consumers.

Examination Division. The Examination Division completed 1 domestic insurance company examination and 5 policy reserve valuations. Statistical reports were compiled on insurance written in the State of Maine. The division conducted financial analyses on all insurance companies licensed in Maine at calendar year end 1989.

Legal Division. The Legal Division provides in-house legal support services to the Superintendent and Bureau staff as necessary. It participates in the drafting of proposed legislation, rules, bulletins, administrative decisions, and other documents; participates in administrative hearings; handles enforcement actions; and assists in the analysis of regulatory issues in which the Bureau is involved. The Legal Division works in close cooperation with the Office of the Attorney General.

Licensing Division. During the fiscal year 1989-90, the Licensing Division processed licenses for 27 new companies (9 companies withdrew), 1,645 new agents, 51 adjusters, 155 brokers, and 5 consultants. There were 1,704 agent cancellations. The net loss for the fiscal year was 39.

There are currently 8,311 licensed agents, 344 adjusters, 1,240 brokers, 77 consultants, and 780 companies. There are 17 road service organizations, 3 medical companies, and 5 health maintenance organizations. There are 12,335 charged licenses on the Board.

The Bureau administered or caused to be administered 1,433 examinations for occupational licenses. Educational Testing Service performed 1,335 of these examinations on behalf of the Bureau.

PROFESSIONAL AND FINANCIAL REGULATION

Life and Health Division. The Life and Health Division received, during fiscal year 1989-90, 8,521 policy forms/rate filings for review; 1,889 of which required further correspondence; 781 forms/rate filings were subsequently disapproved and 7,740 approved or placed on file. This Division also processed 98 consumer requests for information or help concerning problems of marketing or claim settlement.

The division developed a revised Medicare supplement comparison chart and rule. Several consumer educational brochures were updated and an AIDS brochure was written. The division participated in drafting continuity of health insurance legislation.

Market Conduct Division. The Division conducted 12 surveys which led to the investigation of insurance companies who were in violation of Maine statutes. The division billed companies \$16,615 for expenses incurred in 17 target examinations. Other investigations led to six agent license revocation(s)/suspension(s), and \$10,900 in penalties.

Nine different consumer guides were distributed to various agencies and consumer groups. Four more consumer guides are about to be published.

The educational and outreach program, through 48 video presentations, alerted 2,800 Maine retired citizens of unfair sales practices. Insurance premiums of \$53,000 were recovered for unnecessary coverage.

Property and Casualty Division. The Property and Casualty Division approved 3,770 rate, rule and form filings, disapproved 184, and wrote 2,582 items of correspondence. It responded to 5,677 telephone inquiries from consumers and insurance practitioners.

In cooperation with the General Lines Agents Examination Advisory Board, the Division revised the Property/Casualty Consultants Examination. Two new course offerings intended to satisfy the agent pre-licensing requirement were reviewed and recommendations made to their publishers; these will be approved upon receipt of necessary revisions.

The Day Care Market Assistance Plan obtained insurance for 126 day care centers. A consumer guide to day care insurance was written.

Consumer guides also were produced on the subjects of automobile, mobile home and homeowners insurance. These were later distributed by the Market Conduct Division.

Division personnel conducted research and provided input relevant to legislation, primarily in the areas of automobile, property and environmental impairment insurance.

Staff monitored the activities of the Automobile Insurance Plan, and represented the Bureau at its quarterly meetings.

Securities Division. The Division consists of a full-time Financial Analyst and part-time services of a Statistician II and clerical support. The duties falling to this unit will include evaluation of equity and debt markets, valuations and credit worthiness of businesses, and monitoring of emerging investment trends.

Self-Insurance Division. The Self-insurance Division reviews and evaluates applications for Workers' Compensation Self-Insurance Authority. Its mission is to apply the rules and regulations governing self-insurance in a fair, consistent, and timely manner to assure that Maine businesses who self-insure workers' compensation risk do so in an effective and responsible manner.

The division received and processed 14 applications for self-insurance. 6 were approved; 2 disapproved; and 6 remained pending at year end.

The division also participated in the revision of the rules and regulations governing self-insurance applications and renewals and coordinated the filing of reports, documents, and information with other agencies and departments.

LICENSES, PERMITS, ETC.:

License:

- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster (Res. & Nonres.)
- Surplus Lines Insurance Brokers
- Road Service Co. & Agents
- Insurance Consultants (Res. & Nonres.)
- Insurance Companies
- Rating Organizations
- Inter-Insurers
- Health Maintenance Organization

PROFESSIONAL AND FINANCIAL REGULATION

Authority:
 Self-Insurer Worker's Compensation Exposure
 Surplus Line Insurance Companies
 Registration:
 Preferred Provider Organizations

PUBLICATIONS:

Consumer Guide to Homeowners' Insurance. June 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 10 Pgs.

Consumer Guide to Cancellation or Non-Renewal Personal Automobile & Property Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 4 Pgs.

Consumer Guide to Youthful Drivers. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 4 Pgs.

Introduction to Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 11 Pgs.

Consumer Guide to Avoiding Insurance Problems. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta, ME 04333. 4 Pgs.

Consumer Guide to Understanding Your Health Insurance Plan. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 4 Pgs.

Consumer Guide to Mobile Home Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 6 Pgs.

Consumer Guide to Nursing Home Insurance. March 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 4 Pgs.

1989 Medicare Supplement Comparison Chart. June 1989 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 7 Pgs.

1989 Guide to Health Insurance for People with Medicare. 1989 U.S. Department of Human Services, Health Care Financing, Administration, Baltimore, MD 21207. 34 Pgs.

Automobile Premium Comparison Report. May 1988 Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 4 Pgs.

These are only given out after a completed application for the exams is received:

A Guide to Preparing for the State of Maine Insurance General Lines Consultants Examination. Prepared by the General Lines Insurance Advisory Board, Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 7 Pgs.

A Guide to Preparing for the State of Maine Insurance Adjustors Examination. Prepared by the General Lines Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta ME 04333. 7 Pgs.

ALL PUBLICATIONS ARE FREE.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,562,210	47,236	1,514,974			
Health Benefits	126,860	2,636	124,224			
Retirement	295,498		295,498			
Other Fringe Benefits	17,719	826	16,893			
Computer Services—State	272		272			
Other Contractual Service	916,889	6,730	910,159			
Rents	116,050		116,050			
Commodities	53,669		53,669			
Grants—Subsidies—Pensions	89		89			
Equipment	211,119		211,119			
Interest—Debt Retirement	11		11			
Transfers to Other Funds	3,513		3,513			
TOTAL EXPENDITURES	3,303,899	57,428	3,246,471			

STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS

J. MICHAEL HASKELL, CHAIRPERSON
DOLORES DRAKE, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Avenue, Gardiner, Maine
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1967

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 360; Citation: 32 M.R.S.A., Sect. 13902

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The State Board of Licensure for Professional Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a roster of the names of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

Effective September, 1989, the Board, through legislation of the 114th Legislature, will become known as the Board of Licensure of Professional Land Surveyors. This legislation makes the Board internal to the Department of Professional and Financial Regulation, which will now provide all staffing for the Board. In addition, this new law will stiffen licensure requirements, greatly increase the Board's disciplinary powers and provide adequate funding to carry out the Board's legislative mandate.

ORGANIZATION: The State Board of Licensure for Professional Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Effective September of 1989, the Board will add an additional public member. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action effective July 1, 1981, made the Board affiliated with the then Department of Business Regulation.

PROGRAM: The State Board of Licensure for Professional Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year both as a Land Surveyor and a Land Surveyor in training, with a total of 218 applications. The board reviews those applications for competency and eligibility for the examination.

During fiscal year 1990, the total number of licensees was 1842. Of this number 593 are Professional Land Surveyors in training, and 1,030 are Professional Land Surveyors.

The Board has been quite active with complaints that were submitted to the Board. The complaint statistics for 89/90 totaled 12 cases that were brought before the Board. Of those 12 cases, 10 were dismissed, one letter of reprimand was issued and one consent agreement was entered into.

LICENSES, PERMITS, ETC.:

Professional Land Surveyor License
Professional Land Surveyor-in-Training License

PUBLICATIONS:

Land Surveyor Rules and Regulations and Laws are free of charge upon request.
List of licensed Professional Land Surveyors and Land Surveyors in training at cost.
Labels or diskettes can be purchased through the Board.

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,660		2,660			
Other Contractual Service	32,504		32,504			
Rents	200		200			
Transfers to Other Funds	10,969		10,969			
TOTAL EXPENDITURES	46,333		46,333			

BOARD OF LICENSING OF AUCTIONEERS

ELSIE M. ANDREWS, CHAIRPERSON
MARY-ANN CAMPBELL, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: State House Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 302; Citation: 32 M.R.S.A., Sect. 271

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Licensing of Auctioneers was created for the purpose of advising the commissioner of the Department of Professional and Financial Regulation or his designee on the administration of the laws relating to auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Board of Licensing of Auctioneers is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the Governor and serve for initial terms of one, two and three years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least once each year in the department offices and at other times as the commissioner deems necessary. The Board, during FY 1987, became a full licensure board.

The Department of Professional and Financial Regulation employs personnel and provides administrative assistance as required.

PROGRAM: The State Board of Licensing of Auctioneers held a total of 4 board meetings. The board issued 70 licenses during FY 1990. As of June 25, 1990, a total of 363 auctioneers are licensed; 280 resident and 83 non-resident.

During fiscal year 1990, 3 complaint cases were submitted to the Board. Of those 3 cases, one was dismissed and 2 are still under investigation.

LICENSES, PERMITS, ETC:

Resident Auctioneers

Non-Resident Auctioneers

PUBLICATIONS:

List of licensed Resident and Non-Resident Auctioneers, labels or diskettes can be purchased at cost
Statutes, Rules and Regulations (free)

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF LICENSING OF AUCTIONEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	8,498		8,498			
Commodities	25		25			
Transfers to Other Funds	1,554		1,554			
TOTAL EXPENDITURES	10,077		10,077			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, REGULATORY BOARD ADMINISTRATOR
KAREN L. BOSSIE, Administrative Secretary

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: July 30, 1976

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 041; Citation: 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 17

Legislative Count: 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division assists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: The staff consists of a Regulatory Board Administrator, an Administrative Secretary, three Regulatory Board Coordinators, one Case Compliance Coordinator, the Executive Director of the Manufactured Housing Board, nine licensing board clerks (Clerk Typist IIIs), most of whom serve three to five licensing boards, twelve inspectors, six Clerk Typist IIs, one Clerk Typist I, one Account Clerk and one Receptionist.

Since its inception in 1983, the Division has grown from 16 licensing boards to 34 state regulatory boards. The boards are split into three categories as follows: Trade Boards, Service Boards, and Health Boards. Each section is supervised by a Regulatory Board Coordinator. During the last calendar year the Division has tripled its physical space to accommodate the increase in personnel, as well as have adequate file space for over 30,000 licensee files.

The Division is also responsible for administering the State's law licensing Transient Sellers of Consumer Merchandise and the Maine Charitable Solicitations Act.

PROGRAM: The Division, in addition to providing administrative help for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. By means of the Department's Computer Services Section, the clerks issue all original and renewal licenses, maintain and sell licensee rosters and issue renewal notices.

During FY90, the Division improved its record keeping and tracking of complaints and now averages 50 open complaints at the end of each month. The Division receives approximately 10 to 15 complaints per month and closes out a like number. The Division has limited resources to conduct lengthy or intensive investigations and refers such work to the Maine Attorney General's Office.

PROFESSIONAL AND FINANCIAL REGULATION

The Division is also, under law, responsible for conducting two registration functions—those for Itinerant Vendors and Charitable Organizations and Solicitors.

Under the Itinerant Vendor law, businesses selling in this State, that have no permanent place of business in the State, must register with the Division and post a bond. During FY90, there were 23 companies and 187 employees licensed by the Division.

During FY90, 421 charities registered with the Department, thus indicating they intended to do fund raising in the State of Maine. In addition, 46 professional fund raisers registered and posted a surety bond. During the 114th legislative session, the Department had legislation passed to remove the requirement that exempt charitable organizations register, to change the filing date of annual reports, to charge a small registration fee for registrations and, lastly, to require professional fund raisers to make a disclosure statement.

LICENSES, PERMITS, ETC.:

- Charitable organization
- Professional fundraiser
- Commercial co-venturer
- Itinerant Vendor (company)
- Itinerant Vendor (individual)

PUBLICATIONS: Rosters of all licenses of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF LICENSING AND ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	230,431		230,431			
Health Benefits	26,753		26,753			
Retirement	44,850		44,850			
Other Fringe Benefits	1,644		1,644			
Computer Services—State	805		805			
Other Contractual Service	60,958		60,958			
Rents	82,406		82,406			
Commodities	17,129		17,129			
Equipment	8,647		8,647			
Transfers to Other Funds	70		70			
TOTAL EXPENDITURES	473,693		473,693			

STATE BOARD OF LICENSING OF DIETETIC PRACTICE

KATHRYN THOMPSON, CHAIRPERSON
LINDA DUFFY, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 19, 1985

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 01; Umbrella: 02; Unit: 344; Citation: 32 M.R.S.A., 9903

Average Count—All Positions: 0

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: The Board was established in Fiscal 1986 in order to recognize the professional qualifications of dietitians and dietetic technicians and to assure the availability to the public of information regarding those who hold themselves out to be dietitians and dietetic technicians.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Licensing of Dietetic Practice consists of two public members, two dietitians and a dietetic technician. All members of the Board are appointed by the Governor.

PROGRAM: The State Board of Licensing of Dietetic Practice held 6 meetings in FY 90. Effective Oct. 28, 1989, the Board promulgated rule changes to clarify continuing education requirements, define supervision of dietetic technicians, and to distinguish on licenses between dietetic technicians and licensed dietitians. The new rules also stipulate that temporary licenses shall expire, and licensees shall be issued permanent licenses once they have passed the State exam and met the requirements for experience.

There are presently 319 licensed practitioners in Maine, 188 of whom are fully licensed dietitians.

LICENSES, PERMITS, ETC.:

Licensed:

- Dietitians
- Dietetic Technicians
- Temporary Dietitians
- Temporary Dietetic Technicians

PUBLICATIONS:

1. Register of Dietitians and Dietetic Technicians. (fee: at cost)
2. Board of Licensing of Dietetic Practice Act and Regulations.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSING OF DIETETIC PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	840		840			
Other Contractual Service	13,259		13,259			
Commodities	40		40			
Transfers to Other Funds	1,353		1,353			
TOTAL EXPENDITURES	15,492		15,492			

LIFE AGENT EXAMINATION ADVISORY BOARD

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 034; Citation: 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent's Examination Advisory Board met 5 times to update the State specific portion of the exams administered by Educational Testing Service and to complete a new Life Consultant exam.

Projects for the coming year will include working on new exams for the successor to our present exam vendor.

FINANCES, FISCAL YEAR 1990: 24-A M.R.S.A., Section 1526, provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

BOARD OF LICENSURE OF RAILROAD PERSONNEL

PETER P. DUFOUR, CHAIRMAN
KELLY B. WEBSTER, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: April 28, 1988

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 042; Citation: 32 M.R.S.A., Sect. 4145

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The purpose of the Board of Licensure of Railroad Personnel is to provide for the safety of railroad workers, the general public, and property by requiring certain railroad personnel to demonstrate adequate training and competency through a licensure process.

ORGANIZATION: The Board is located in the Department of Professional & Financial Regulation. The Board will have nine members, one of whom shall be the Commissioner of Labor or the Commissioner's designee, one of whom shall be a State railroad inspector, and seven of whom shall be appointed by the Governor. Two of the members appointed shall represent railroad labor, two shall represent railroad management, and three shall be representatives of the general public.

PROGRAM: During FY 1990, the Board of Licensure of Railroad Personnel conducted 7 board meetings. Rules and Regulations were implemented which required licensing of Railroad Personnel. Examinations were given by the Board beginning in April and as of June 26, 1990, 341 applications were received and of those 33 failed the examination and all but 5 have been reexamined and passed. At the end of fiscal year 1990 there are a total of 174 total licensees, 29 Carman, 60 Conductors, 35 Locomotive Operators, 5 Dispatchers, 26 Locomotive/Conductors. The remaining 167 applicants are pending.

PROFESSIONAL AND FINANCIAL REGULATION

LICENSES, PERMITS, ETC.:

Carman
Conductor
Locomotive Operator
Dispatcher
Locomotive/Conductor
Temporary Locomotive Operator

PUBLICATIONS:

Labels, diskettes, and lists of Licensee's of the Board of Licensure of Railroad Personnel are available at cost.

Statutes, Rules and Regulations (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF LICENSURE OF RAILROAD PERSONNEL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,535		20,535			
Health Benefits	2,457		2,457			
Retirement	3,641		3,641			
Other Fringe Benefits	64		64			
Other Contractual Service	8,769		8,769			
Rents	160		160			
Transfers to Other Funds	32		32			
TOTAL EXPENDITURES	35,658		35,658			

MANDATED BENEFITS ADVISORY COMMISSION

DAVID CLOUGH and RICHARD LEIGHTON, CO-CHAIRS

Central Office: Northern Ave., Gardiner, Me. 04345

Telephone: 582-8707

Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: September 29, 1987

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 503; Citation: 24 M.R.S.A., Sect. 2325B

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Mandated Benefits Advisory Commission is comprised of eleven members who are appointed by the Governor and eight members who are appointed by the President of the Senate and Speaker of the House. A representative of the Superintendent of Insurance and a representative of the Bureau of Health serve in an ex officio capacity but do not vote concerning deliberations of the Commission. The chairperson of the Commission is elected within the membership of the Commission.

ORGANIZATION: The Commission is charged with the following responsibilities:

- To develop a system and program of data collection to assess the impact of mandated benefits regarding, inter alia, employer costs, treatments rendered, number of providers and cost savings in the health care system.
- To serve as advisor to the Bureau of Insurance in the development of regulations regarding mandated benefits.
- To study mandated benefits in the context of alternative delivery systems.
- To review all existing Health Insurance Mandates and to make recommendations to the Joint Committee on Banking and Insurance concerning their effectiveness.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The Commission and its various subcommittees met 17 times during the fiscal year. A review of proposed mandates for screening mammography and for screening PAP tests was completed. A study of the relative position of optometrists within HMOs was conducted at the request of the Banking and Insurance Committee. The Commission also initiated a review of all existing mandates in Maine.

PUBLICATIONS:

Annual Report to the Legislature (free)
Report on Screening Mammography and Screening PAP Tests
Report on Optometrists/HMOs

FINANCES, FISCAL YEAR 1990: 24-A MRSA, §2751, Sec. 6, provides that expenditures of this unit, which amounted to \$7,696.49 in FY 90, shall be borne by Bureau of Insurance and are, therefore, included in its financial display.

MANUFACTURED HOUSING BOARD

SHERRY SHEA, CHAIRPERSON

DAVID F. PREBLE, Executive Director

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A., Sect.9003

Average Count—All Positions: 3.5

Legislative Count: 0

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that manufactured housing is safe from hazardous defects; provide uniform performance standards for construction and installation of manufactured housing; and provide a safe and sanitary environment for occupants residing in mobile home parks.

ORGANIZATION: The Manufactured Housing Board is currently comprised of nine members, all appointed by the Governor. Members of the Board include: one manufactured home owner *not* residing in a park or other similar rental community; two manufactured home owners residing in a park or other similar rental community; one professional engineer; one dealer; one owner or operator of a mobile home park with 15 or fewer lots; one owner or operator of a mobile home park with more than 15 lots; one builder of manufactured housing; and one code enforcement officer. The term of office for members is four years. In addition to the Executive Director, the Board now employs a manufactured housing inspector.

PROGRAM: During the fiscal year 1989-90, the Manufactured Housing Board licensed 29 new dealers, 5 new manufacturers, 7 new mechanics, and 46 mobile home park owners.

The Board issued 485 seals of approval for new State-certified manufactured housing (modular). Two thousand two hundred eighty-one (2,281) Federal certified manufactured housing (mobile) were manufactured or shipped into the State of Maine.

The Board investigated fifty-one (51) complaints involving Federal certified manufactured homes under the State Administrative Agency (SAA) program.

The Board's major emphasis is the upgrading of all mobile home parks to meet the requirements of being a safe and decent place to reside.

The Board met ten (10) times during the year.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics
Mobile Home Parks

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Licensing Manufacturers, Dealers and Mechanics
Regulation for State Certification of Manufactured Housing
Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.
Rules of the Department of Professional and Financial Regulation Relating to Mobile Home Parks.
Regulation of Mobile Home Parks; Landlord and Tenant, 10 M.R.S.A., Chapter 953.

All of the publications listed above are free.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	58,568		58,568			
Health Benefits	5,973		5,973			
Retirement	10,992		10,992			
Other Fringe Benefits	219		219			
Other Contractual Service	33,570		33,570			
Rents	430		430			
Commodities	164		164			
Equipment	13,045		13,045			
Interest—Debt Retirement	154		154			
Transfers to Other Funds	5,260		5,260			
TOTAL EXPENDITURES	128,375		128,375			

BOARD OF REGISTRATION IN MEDICINE

EDWARD DAVID, M.D., J.D., CHAIRMAN

BRINTON T. DARLINGTON, M.D., SECRETARY-TREASURER

Central Office: 2 Bangor Street, Augusta

Telephone: 289-3601

Mail Address: State House Sta. #137, Augusta, Maine 04333

Established: 1895

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 373; Citation: 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 8

Legislative Count: 0

Organizational Units:

Examiners of Podiatrists

Physician Assistant Advisory Committee

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements, professional conduct and standards, and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, fine or suspension, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

PROFESSIONAL AND FINANCIAL REGULATION

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Board of Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today, members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by authorizing the appointment of a public member. In 1983 the Board again was enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. The Board may meet more often and in fact presently meets at least monthly.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

To aid in the formulation of rules and regulations governing Physician Assistants/Physician Extenders, the Board has appointed a Physician Assistant Advisory Committee consisting of two Board members, representatives of the Physician Assistant profession, and licensed physicians employing and supervising physician extenders in their Maine practices.

PROGRAM:

Meetings. The Board of Registration in Medicine held regular meetings in July and September, 1989 and met in an Adjudicatory Hearing on another date in September, 1989. In order to keep pace with the press of business before it, the Board has found it necessary to schedule monthly meetings, and met once per month October, 1989 through May, 1990. It is the intention of the Board to call meetings monthly for the foreseeable future. Meetings are generally held at the Board's offices in Augusta and are held on the second Tuesday or Wednesday of the month. The Board may lawfully convene at other times and places when deemed in the public interest. Meeting notices are published in advance in major newspapers and in the *Legislative Calendar* and the public is welcome to attend. Meeting agenda may be obtained one week in advance of any meeting by making a telephone request to the Board office. The Board has a number of standing committees which met in work sessions throughout the year. The Physician Assistant Advisory Committee to the Board met monthly on the last Wednesday of each month except December. The report of that committee and of the Board's standing committees is included on the agenda of the Board's scheduled regular meetings. The Board has also formed a Joint Conference Committee with the Maine Board of Nursing to discuss and recommend to either parent Board policy regarding issues which overlap the jurisdictions of these two professional licensing agencies. This Joint Conference Committee met in work session on four occasions during the year and its reports and recommendations are included in the minutes of the respective Boards. The Board is an actively participating member of the Federation of State medical Boards of the United States and was represented at the annual meeting of this national coordinating body in Birmingham, Alabama in April, 1990. The Board's administrative executive also attended a regional coordinating meeting of state medical licensing board's in Boston during October, 1989.

Licensure: The Board utilizes the nationally standardized "Federation Licensing Examination" (FLEX) as its tool for validating an applicant's basic competency for licensure to practice medicine in Maine. In addition to a requirement of passage of one or more comprehensive written examinations on basic medical science and clinical skills, each applicant for licensure must submit to an extensive background investigation to verify credentials, past professional conduct and experience, and must pass an oral examination by a Board representative.

During the past year, the Board issued the following licenses by category:

- Permanent License: 191
- Intern/Resident Educational Certificate: 180
- Camp Physician: 68
- Temporary and Locum tenens: 145

Two licenses were reinstated from lapsed or withdrawn registration status. Three applicants were denied licensure for cause.

Thirty-three Physician Assistants were issued initial Certificates of Qualification and were thereafter registered for practice under the supervision of Maine licensed physicians.

PROFESSIONAL AND FINANCIAL REGULATION

License Reregistration: Pursuant to 32 M.R.S.A. §3280, all permanent licenses must be renewed by biennial application in even numbered years. Biennial renewal will occur in the coming year of all physicians and physician assistants. As of the last renewal, there were 2,042 physicians and 170 physician assistants registered and qualified for practice within the state. An additional 2,657 physicians held valid but inactive Maine medical practice licenses.

Complaints, Investigations, and Discipline: The Board of Registration in Medicine is empowered to discipline its licensees for grounds specified in the Maine Medical Practice Act. The Board receives allegations of misconduct from the public, from hospital governing bodies, from the profession, from other state and national agencies, and law enforcement agencies. If grounds for discipline are found by the Board, it may file a complaint in the Maine Administrative Court seeking revocation or suspension of license. For less serious offenses, the Board may, on its own motion, issue letters of warning, censure, or reprimand; impose fines, or order a license suspension of up to 90 days. In reaching a decision as to the facts which might demonstrate a ground for discipline, the Board has power to investigate and hold hearings. In these functions, the Board is supported by the resources of the Maine Department of Attorney General.

During the past year, the Board reviewed 83 complaints as follows:

Carried over from prior year:	47
New complaints received from the public or filed on the Board's own motion:	89
Dismissed for lack of merit or insufficient evidence of grounds for discipline:	72
Remaining under investigation, hearing, of pending Court trial at year end:	53
Disciplinary sanctions imposed:	11
Disciplinary sanctions taken were:	
License voluntarily revoked by Consent:	2
License voluntarily surrendered by Consent:	1
Conditions of probation modified, probation continued:	2
Reinstatement:	2
Formal reprimand:	1
License denied:	3

Legislation: Public Law Chapter 931 (1990) was enacted by the Second Regular Session of the 114th Maine Legislature. The law, entitled "An Act to Establish the Rural Medical Access Program, the 5-year Medical Liability Demonstration Project, Revise the Rules Regarding Collateral Sources and the Discovery Rule in Medical Liability Cases Without Imposing Caps On Damages," makes the Board the lead agency in an innovative demonstration project which will be organized in FY 91 and which will be conducted through 1996 to determine the consequences on health care costs of affording an affirmative defense in a claim of liability to physicians practicing in designated medical specialties who have provided care to the plaintiff in accordance with standards and protocols to be adopted by the Board. The law also provides for the establishment of a financial incentive for physicians who agree to provide obstetrical care in designated underserved areas of Maine.

Other Activities:

- The Board established and filled the position of Assistant Executive Director, increasing its full time office staff to six administrative and clerical personnel.
- Pursuant to Public Law Chapter 462 (1989) the Board attempted to increase public awareness of its authority, function, and activities by more effective relations with news media, other health care organizations and associations, and by creating public information materials for general distribution throughout the state.
- The Board continued its support and close working relationship with the Committee on Physician Health of the Maine Medical Association in the operation of a program of professionally supervised and monitored recovery for physicians seeking assistance in returning to unimpaired health and professional skill after addiction to drugs or alcohol or after suffering mental or physical illness.

LICENSES, PERMITS, ETC.:

License:

- License to Practice Medicine and Surgery
- Certificate of Reregistration
- License to Practice Medicine and Surgery as a Camp Physician

PROFESSIONAL AND FINANCIAL REGULATION

License to Practice Medicine and Surgery as Locum Tenens
Temporary License to Practice Medicine and Surgery
Temporary Educational Permit
Physician/Physician Assistant Certificate of Qualification
Physician/Physician Assistant Certificate of Registration

PUBLICATIONS:

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Medical Directory (\$20.00) (Lists all licensees through most recent reregistration period with selected demographic data. Includes reprint of applicable laws and rules and regulations.)

"What You Should Know about the Licensing, Regulation, and Discipline of Physicians in Maine,"
(Free) (Brochure co-produced with Maine Board of Osteopathic Examination & Registration explaining to the public the authority and procedures of the two Boards in regulating the practice of medicine by physicians).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	165,735		165,735			
Health Benefits	12,483		12,483			
Retirement	28,152		28,152			
Other Fringe Benefits	3,039		3,039			
Other Contractual Service	89,565		89,565			
Rents	40,854		40,854			
Commodities	6,388		6,388			
Grants—Subsidies—Pensions	60,720		60,720			
Equipment	4,377		4,377			
Transfers to Other Funds	21,805		21,805			
TOTAL EXPENDITURES	433,118		433,118			

STATE BOARD OF NURSING

KATHI F. MURRAY, R.N., CHAIRPERSON

JEAN C. CARON, R.N., EXECUTIVE DIRECTOR

Central Office: 295 Water St., Augusta

Telephone: 289-5324

Mail Address: 295 Water St., Augusta, Maine 04330

Established: 1915

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to

PROFESSIONAL AND FINANCIAL REGULATION

adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to approve such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw approval from such nursing educational programs for failure to meet requirements; to approve the credentials of registered nurses who have completed an educational program that prepare registered nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures, when those services are delegated by a licensed physician; and to approve programs of training and instruction that prepare certified nursing assistants to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

In 1985, the Board of Nursing was increased from seven to nine members, as follows: five registered professional nurses, two licensed practical nurses, and two representatives of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman and a secretary. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1989-90, the Board met in seven regular sessions and two special sessions for a total of eleven days. In addition, Board members participated in committee meetings; served as proctors for licensure examinations; served as visitors on site visits to educational programs in nursing; served on committees of the National Council of State Boards of Nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1989-90, the examination for registered nurse licensure was administered on July 11-12, 1989 and February 6-7, 1990 and the examination for practical nurse licensure on October 25, 1989 and April 18, 1990.

EXAMINATION FOR REGISTERED NURSE LICENSURE

July 1, 1989 - June 30, 1990

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	272	246	26	36	23	13
Other States	19	18	1	6	5	1
Total	<u>291</u>	<u>264</u>	<u>27</u>	<u>42</u>	<u>28</u>	<u>14</u>

EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1989 - June 30, 1990

	First Time Writers	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	206	206	0	1	1	0
Other States	4	3	1	0	0	0
Total	<u>210</u>	<u>209</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>

PROFESSIONAL AND FINANCIAL REGULATION

NURSES LICENSED BY ENDORSEMENT REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1989 - June 30, 1990

Registered Nurses		Licensed Practical Nurses	
From Other States	559	From Other States	121
From Other Countries:		From Other Countries:	
with examination	4	with examination	2
without examination	7	without examination	0
Total	<u>570</u>	Total	<u>123</u>
		Registered Nurses	Practical Nurses
Licensed by:			
Examination		291	210
Endorsement		570	123
Renewal		12,495	3,945
Reinstatement		412	218
Total		<u>13,768</u>	<u>4,496</u>

Nursing Education. A second major responsibility of the Board of Nursing is approval of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every four to six years. The criteria for approval are contained in the *Board's Rules and Regulations, Chapter 7 Standards for Educational Programs in Nursing*.

During FY 89-90, site visits were made to two basic educational programs in nursing: Kennebec Valley Vocational Technical Institute Associate Degree Nursing Program and the University of Southern Maine School of Nursing. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing approval to the two basic programs in nursing.

Currently, Maine has nineteen Board-approved educational programs in nursing: fourteen to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follows.

Educational Programs in professional nursing are of two types, i.e., baccalaureate degree nursing programs and associate degree nursing programs. Baccalaureate degree nursing programs include the University of Southern Maine School of Nursing, Portland; St. Joseph's College Department of Nursing, North Windham; Husson College/Eastern Maine Medical Center, Bangor; and the University of Maine School of Nursing, Orono, the University of Maine at Fort Kent Division of Nursing; and Westbrook College—Maine Medical Center. Associate degree nursing programs include Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta Division of Nursing; the Westbrook College Department of Nursing Education, Portland; the Kennebec Valley Vocational Technical Institute ADN Program, Fairfield; the Northern Maine Vocational Technical Institute ADN Program, Presque Isle; the Central Maine Vocational Technical Institute ADN Program, Auburn; the Eastern Maine Vocational Technical Institute ADN Program, Bangor; the Southern Maine Vocational Technical Institute ADN Program, South Portland; and the University of New England Division of Nursing, Biddeford.

Educational Programs in Practical Nursing are offered at N.M.T.C., E.M.T.C., K.V.T.C., C.M.T.C. and S.M.T.C.

SUMMARY OF BOARD ACTION

A brief summary of Board action in FY 89-90 follows:

- reviewed and accepted for filing the quarterly financial reports and the annual financial statement.
- received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.
- approved applications for admission to the examinations for registered nurse and practical nurse licensure.
- reviewed results of all licensure examinations and statistical reports on each series and form.
- voted to contribute \$50,000 over a 4-year period to the proposed Nursing Education Articulation Project, pending grant funding by the Robert Wood Johnson Foundation.

PROFESSIONAL AND FINANCIAL REGULATION

- voted to fund the cost of engaging a facilitator for the March 9, 1990 meeting of the Governor's Commission on Nursing Supply.
- established a liaison committee with the Division of Licensing & Certification for the purpose of discussing issues of mutual concern.
- established an advisory committee to revise Chapter 8 REGULATIONS RELATING TO APPROVAL OF NURSE ASSOCIATE PROGRAMS AND PRACTICE AS A NURSE ASSOCIATE.
- established an advisory committee to write a curriculum for the administration of non-injectable medications by certified nursing assistants.
- established a Nursing Practice Advisory Committee.
- established a Nursing Education Mobility Advisory Committee, as mandated by P.L. Chapter 609.
- reaffirmed that certification is required for approval to practice as a registered nurse anesthetist.
- determined that registered nurses MAY apply internal spiral (scalp) electrodes if the following conditions are met: (1) the nurse has had the appropriate education and supervised clinical practice following NAACOG certification guidelines; (2) the former is documented; and (3) the health care facility has established policies and procedures regarding such application which are agreed upon by nursing, medical, administrative and legal staff.
- reaffirmed a previous decision that registered nurses MAY accept telephone orders from licensed physicians and physician extenders only. The practice of "relay" by office personnel to the hospital-based registered nurse is NOT appropriate.
- determined that the registered nurse, who has had the required educational preparation and supervised clinical practice, MAY perform endotracheal intubation on the neonate when this function is delegated by a physician in a health care facility that has written institutional policies and procedures re this practice.
- determined that the administration of rectal pentothal is NOT within the scope of practice of registered professional nurses who are not certified registered nurse anesthetists, on the basis that such administration is the practice of anesthesia.
- determined that it is NOT within the scope of practice of registered nurses to insert umbilical venous and arterial catheters in neonates.
- determined that the removal of chest tubes is NOT within the scope of nursing practice.
- reaffirmed a previous determination that insertion of prostaglandin suppositories or gel intravaginally or intracervically for either therapeutic abortion or to induce labor for the purpose of delivery of the full-term fetus is NOT within the scope of nursing practice.
- determined that the performance of amniotomy is NOT within the scope of nursing practice.
- determined that it is NOT within the scope of practice of a registered nurse, who is not a certified registered nurse anesthetist, to inject a regional anesthetic agent to produce anesthesia following placement of the needle by the physician.
- determined that licensed nurses are NOT authorized to execute the medical regimen prescribed by a chiropractor, on the basis that the LAW REGULATING THE PRACTICE OF NURSING authorizes licensed nurses to execute the medical regimen prescribed only by a licensed physician or dentist or otherwise legally authorized person acting under the delegated authority of a physician or dentist (i.e., physician assistant, nurse practitioner).
- determined that a registered nurse may delegate the procedure of endotracheal suctioning to a licensed practical nurse who has received the required educational preparation and supervised clinical practice by a registered nurse. Policies and protocols related to this activity should be developed.
- determined that it is NOT within the scope of practice of licensed practical nurses to be employed in county jails without the direct ON-SITE SUPERVISION of the registered nurse.
- determined that licensed practical nurses, who have received the necessary training and supervised clinical practice, MAY be delegated the tasks of reinserting suprapubic and gastrostomy tubes provided the patients have a well-established tract. The health care facilities should develop policies and procedures which are agreed upon by both the nursing and medical staffs.
- determined that it IS within the scope of practice of a licensed practical nurse to administer vaccines and toxoids.
- determined that it is NOT within the scope of practice of a licensed practical nurse to administer morphine via the continuous subcutaneous route.
- determined that it is NOT permissible for a licensed practical nurse to accept employment as a private duty nurse in the home setting, unless s/he is an employee of a community health agency,

PROFESSIONAL AND FINANCIAL REGULATION

- on the basis that the home setting does not fall within the Board's interpretation of a "structured health care setting".
- determined that it is NOT within the scope of practice of the licensed practical nurse to inject an anesthetic medication prior to the insertion of a peripheral intravenous line.
- revisited a previous decision permitting male orderlies to insert urinary catheters in male patients and determined that it is NOT appropriate for neither male nor female certified nursing assistants to insert urinary catheters.
- voted to amend the prescribed Curriculum for Nursing Assistant Training Programs, Appendix C, Skills Check List, Unit VIII B, to include: apply simple over-the-counter medicated and non-medicated topical preparations.
- voted unanimously to place a moratorium on the approval of new oral medication administration courses for certified nursing assistants. Until such time as this course is available, C.N.A.s are to be trained for this task in courses previously approved by the Board.
- agreed by consensus that the Board has no jurisdiction over scrub technicians who are not licensed nurses and, therefore, does not determine their educational preparation.
- reviewed 29 complaints of illegal or unsafe nursing practice and took the following actions: dismissed complaint (12); terminated probation (3); issued a warning (1); issued a letter of concern (1); fined (1); reinstated license on probation (5); placed license on probation (2); and accepted voluntary surrender of license (6).
- was represented at the 1989 Delegate Assembly of the National Council of State Boards of Nursing held in Chicago, IL.
- was represented at the 1990 annual meeting of Area IV of the National Council of State Boards of Nursing held in Baltimore, MD.

LICENSES, PERMITS, ETC.:

License:

- Registered Professional Nurse
- Licensed Practical Nurse
- Provisional License (pending Maine licensure for graduates of foreign nursing schools)

Permit:

- 90 day permit to practice (pending Maine licensure)
- Authorization to Practice (pending results of licensure examination)

PUBLICATIONS:

- Law Regulating the Practice of Nursing (free to Maine citizens)
- Rules and Regulations of the Maine State Board of Nursing (\$5.00)
- Prescribed Curriculum for Nursing Assistant Training Program (\$10.00)
- Newsletter (\$2.00 per year)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	154,201		154,201			
Health Benefits	11,721		11,721			
Retirement	30,170		30,170			
Other Fringe Benefits	1,709		1,709			
Computer Services—State	68,769		68,769			
Other Contractual Service	62,570		62,570			
Rents	18,540		18,540			
Commodities	1,485		1,485			
Grants—Subsidies—Pensions	16		16			
Equipment	12,154		12,154			
Transfers to Other Funds	10,077		10,077			
TOTAL EXPENDITURES	371,412		371,412			

NURSING HOME ADMINISTRATORS LICENSING BOARD

CHARLENE KINNELLY, CHAIRPERSON
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1973

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 371; Citation: 32 M.R.S.A., Sect. 63A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including, but not limited to, standards for courses of study for administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities Other Than Hospitals was renamed and reconstituted by Chap. 233 of the Public Laws of the first session of the 112th Legislature, effective June 4, 1985. The board was transferred from the Department of Human Services to the Department of Professional and Financial Regulation. The membership was reduced from 8 to 7 members. Its new statute requires that one member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. One member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. The three remaining members are nursing home administrators with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 3 consecutive full terms.

PROGRAM: The Board held meetings monthly throughout the year. There are two written examinations given each year. Licenses are granted when all the qualifications have been met. The Board requires 24 continuing education hours every year to meet the requirements for license renewal.

The present rules require that the Continuing Education Certificates for 24 hours be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses and reciprocity. All applications were acted on at Board meetings.

There are: 255 Licensed Administrators
3 Temporary Administrators

LICENSES, PERMITS, ETC.:

License:
Administrator
Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,650		1,650			
Other Contractual Service	18,449		18,449			
Transfers to Other Funds	4,627		4,627			
TOTAL EXPENDITURES	24,726		24,726			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

LAURIE SIMPSON, CHAIRPERSON

LINDA DUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: April 12, 1984

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; Umbrella: 02; Unit: 477; Citation: 32 M.R.S.A., Sect. 2271

PURPOSE: It is the purpose of this chapter to provide for the regulation of persons offering occupational therapy services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons; to assure the highest degree of professional conduct on the part of occupational therapists and occupational therapy assistants; and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION: The Board consists of 5 members appointed by the Governor. The persons appointed to the board, other than the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least 2 years immediately preceding their appointments. At least 3 board members shall be occupational therapists. The 4th member shall be either an occupational therapist or an occupational therapy assistant, if available. These members shall at all times be holders of valid licenses for the practice of occupational therapy in the State, except for the members of the first board, all of whom shall fulfill the requirements for licensure of this chapter. The remaining member shall be a representative of the public.

All members are appointed for 3 year terms, but no person may be appointed to serve more than 2 consecutive terms.

PROGRAM: The Board met 5 times during this fiscal year. There are 298 occupational therapists, 28 occupational therapy assistants, 1 inactive occupational therapy assistant, and 6 temporary occupational therapists, for a total of 333 licensees. The Board passed continuing competency requirements in February, 1989, which means that licensees will have to document continuing education for the renewal in 1991.

LICENSES:

- Temporary Occupational Therapist
- Permanent Occupational Therapist
- Temporary Occupational Therapy Assistant
- Permanent Occupational Therapy Assistant

PUBLICATIONS:

- Occupational Therapy Practice Act and Rules and Regulations (free)
- Roster of Licensees (fee: determined by computer division at cost)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	700		700			
Other Contractual Service	8,314		8,314			
Transfers to Other Funds	1,766		1,766			
TOTAL EXPENDITURES	10,780		10,780			

OIL AND SOLID FUEL BOARD

JAMES G. CAREY, CHAIRPERSON
MARY ANN CAMPBELL, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 381; Citation: 32 M.R.S.A., Sect. 2311

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journeyman Technician, Apprentice Oil Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by the Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation).

The Board consists of five members appointed by the Governor for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Professional and Financial Regulation, or his designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY90, the Oil and Solid Fuel Board held 11 meetings and administered 14 licensing examinations for 497 applicants. Of those tested, 292 passed. At the end of FY 90 there were 4,043 total licensed: 1,648 Masters, 1,371 Journeyman and 1,024 Apprentices.

The Board also approves all oil or solid fuel central heating equipment before it can be sold or offered for sale in the State of Maine. The Board granted temporary approval of 15 applications for product registration and full approval of 4 units.

PROFESSIONAL AND FINANCIAL REGULATION

The Board compliance officers conducted 215 commercial and 306 residential inspections, 237 license checks, and 1,154 consultations. These officers also responded to 208 complaints from the public which resulted in 11 Board complaints, 2 Adjudicatory Hearings, and the remainder was handled on the inspectors level. They also investigated 2 explosions and 20 fire sites to determine if the fires originated from the heating equipment.

The Board is proposing a rewrite of the current rule and regulations to contract with a testing service to administer the examinations as well as simplify the product approval and testing process, set new and original standards for the installation of oil and solid fuel burning equipment and clearly define licensing requirement for technicians.

LICENSES, PERMITS, ETC.:

License:

- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master
- Product Registration

PUBLICATIONS:

Labels, diskettes, and lists of Licensee's of the Oil & Solid Fuel Board are available at cost
Statutes, Rules and Regulations (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	72,986		72,986			
Health Benefits	8,106		8,106			
Retirement	13,816		13,816			
Other Fringe Benefits	301		301			
Other Contractual Service	33,821		33,821			
Rents	270		270			
Commodities	315		315			
Equipment	10,869		10,869			
Interest—Debt Retirement	188		188			
Transfers to Other Funds	225		225			
TOTAL EXPENDITURES	140,897		140,897			

STATE BOARD OF OPTOMETRY

PAULINE V. BEALE, O.D., PRESIDENT

BRIAN HALLOWELL, O.D., SEC.-TREAS.

Central Office: P.O. Box 254, E. Winthrop 04343

Telephone: 395-4545

Mail Address: P.O. Box 254, E. Winthrop, Maine 04343

Established: 1909

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 382; Citation: 32 M.R.S.A., Sect. 2415

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary

PROFESSIONAL AND FINANCIAL REGULATION

responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held 5 meetings during FY 89 on 7/8/88, 9/30/88, 12/3/88, 3/17/89, and 6/9/89. Maine Board Examinations were scheduled for July 8, 1988. The Board issued 169 active renewals, 38 nonactive and 30 auxiliary office licenses.

LICENSES, PERMITS, ETC.:

License:

- Optometrist
- Diagnostic Drug License
- Therapeutic Drug License

PUBLICATIONS:

- "The Maine Optometry Law", 1984—free on request
- "Rules of Practice"—free on request

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,025		1,025			
Other Contractual Service	15,596		15,596			
Rents	192		192			
Commodities	360		360			
Transfers to Other Funds	4,972		4,972			
TOTAL EXPENDITURES	22,145		22,145			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

ARTHUR VAN DERBURGH, D.O., CHAIRMAN
DONALD K. McFADDEN, D.O., Secretary/Treasurer
DOREEN M. PHAIR, Executive Secretary

Central Office: 2 Bangor St., Augusta, Me.

Telephone: 289-2480

Mail Address: State House Station #142, Augusta, Maine 04333

Established: 1919

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 383; Citation: 32 M.R.S.A., Sect. 2561

Average Count—All Positions: .5

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. In 1989, the legislature increased the laymembership of the Board to two. The Board currently has seven members. The Board meets annually in June of each year. A chairman and a secretary-treasurer are chosen by and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in the June 1982 meeting to become effective January 1983. The Board, at its meeting on July 8, 1987, made plans for increasing the registration fee to increase the revenue to meet the increased expenses. Revised statutes also specify one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Re-registration fees have been increased from \$100 to \$150 each year, beginning January 1, 1989.

Continuing medical education requirements were increased from ten hours to fifty hours annually. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. Occasionally, the Board has to pass judgment on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

Election of officers at the June annual meeting at the Board office in Augusta, Maine: Arthur VanDerburgh, D.O., Chairman, Louis A. Hanson, D.O., Vice-Chairman, and Donald K. McFadden, D.O., Secretary for the coming year.

LICENSES, PERMITS, ETC.:

License:

To Practice, including Physician's Assistants—41

Certificate:

Of Renewal, including Physician's Assistants—421

Temporary Educational Permits:

To practice osteopathic medicine—22

PUBLICATIONS:

List of licensed osteopathic physicians in Maine—\$20.00

Rules and Regulations governing Physician's Assistants/Extenders—\$10.00

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROFESSIONAL AND FINANCIAL REGULATION

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,696		11,696			
Health Benefits	27		27			
Retirement	1,791		1,791			
Other Fringe Benefits	34		34			
Other Contractual Service	18,988		18,988			
Rents	3,339		3,339			
Commodities	330		330			
Transfer to Other Funds	3,238		3,238			
TOTAL EXPENDITURES	39,443		39,443			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

STEPHEN J. LaVERDIERE, PRESIDENT
SUSAN A. GREENLAW, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Maine

Telephone: 582-8723

Mail Address: State House Station #35, Augusta, Maine 04333

Established: 1877

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 392; Citation: 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of seven members, including five pharmacists and two public members, all serving three year terms and appointed by the Governor. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY90, the Board of Commissioners of the Profession of Pharmacy licensed 967 Pharmacists, 17 Qualified Assistant Pharmacists, and 248 Pharmacy licenses. Reciprocity was granted to 18 Pharmacists. Licensure by score transfer was granted to 4 Pharmacists. Nineteen candidates took the NABLEX exam during FY 90. Currently 153 Wholesalers are licensed (including manufacturers and distributors). 61 Pharmacists are licensed as inactive.

PROFESSIONAL AND FINANCIAL REGULATION

Four complaints were reviewed by the Board during FY90. One license was revoked, and one request for reinstatement was denied. The Board entered into consent agreements with several pharmacists resulting in \$4,175 in fines and make ups on continuing education.

New rules and regulations were adopted in February 1990 and were mailed to all licensees. The Board is presently drafting additional rules and regulations.

The Board meets the first Tuesday of every month at its headquarters at 122 Northern Avenue in Gardiner, Maine.

LICENSES, PERMITS, ETC.:

License:

- Pharmacy
- Pharmacist
- Qualified Assistant Pharmacist
- Wholesaler
- Manufacturer
- Distributor
- Mail Order Pharmacy

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free
Roster of Licensees (at cost)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,090		12,090			
Health Benefits	706		706			
Retirement	2,246		2,246			
Other Fringe Benefits	26		26			
Other Contractual Service	73,508		73,508			
Rents	352		352			
Commodities	152		152			
Equipment	17,343		17,343			
Interest—Debt Retirement	161		161			
Transfers to Other Funds	4,076		4,076			
TOTAL EXPENDITURES	110,660		110,660			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

ALLAN BROWN, PT, CHAIRMAN

LINDA DUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1955

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 393; Citation: 32 M.R.S.A., Sect. 3112

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine;

PROFESSIONAL AND FINANCIAL REGULATION

authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Professional and Financial Regulation, the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physician. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms.

PROGRAM: The Board held 3 meetings in Fiscal Year 1990.

Examinations: The Board held the written ASI examination three times in fiscal year 1990.

Licensure: There are 763 licensees; 664 physical therapists, 81 physical therapy assistants, 17 temporary physical therapists, and 1 temporary physical therapist assistant.

LICENSES, PERMITS, ETC.:

License:

Physical Therapists
Physical Therapist Assistants
Temporary Physical Therapists
Temporary Physical Therapist Assistants

PUBLICATIONS:

1. Register of physical therapists and physical therapist assistants licensed in the State of Maine. (fee: Printings available on request at cost)
2. Physical Therapist Practice Act and Rules and Regulations. (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	400		400			
Other Contractual Service	16,907		16,907			
Equipment	7,898		7,898			
Transfers to Other Funds	5,179		5,179			
TOTAL EXPENDITURES	30,384		30,384			

MAINE STATE PILOTAGE COMMISSION

ARTHUR FOURNIER, CHAIRMAN
KELLY B. WEBSTER, Commission Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1969

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 01; Umbrella: 02; Unit: 387; Citation: 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: The Maine State Pilotage Commission was established to provide a system of state pilotage devoted to the preservation and protection of lives, property, and vessels entering or leaving specified waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Seguin Island to Bath, Penobscot Bay, Penobscot River, Frenchman's Bay, Eastport Harbor, Cobscook Bay, Penamquan River and Friar Roads; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots as are necessary to permit adequate pilotage in the above areas; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

The 113th Legislature passed a law changing the Maine State Pilotage Commission's jurisdiction. The jurisdiction now includes all Maine coastal waters and navigable waters with the exception of the Piscataqua River, those waters specifically exempted by the Maine State Pilotage Commission and Portland Harbor.

ORGANIZATION: The Maine State Pilotage Commission (September 1985) (formerly The Penobscot Bay and River Pilotage Commission, created in 1969), consists of five members appointed by the Governor, for terms of three years. Three shall be licensed pilots representing Penobscot Bay and River, Bar Harbor-Eastport and Bath; one shall represent the marine industry interests; and one, with a marine background, shall represent the public. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Maine State Pilotage Commission held 1 meeting during FY 1990. At the end of fiscal year 1990 the commission has a total of 13 licensees. Of the 13 licensees they have different jurisdictions over coastal waters and rivers, which could cover from Penobscot Bay, Penobscot River, Frenchmans Bay, and Eastport Harbor.

LICENSES, PERMITS, ETC.:

Licenses:

Licensed Pilot

PUBLICATIONS:

Roster of licensees (fee: printings available on request at cost)

Rules and Regulations

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	2,389		2,389			
Transfers to Other Funds	628		628			
TOTAL EXPENDITURES	3,017		3,017			

PLUMBERS' EXAMINING BOARD

LLOYD RAINEY, CHAIRMAN
PHYLLIS MAE VIOLETTE, Board Clerk
DIANNE SAWYER, Coordinator

Central Office: 122 Northern Ave., Gardiner
Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1937

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 395; Citation: 32 M.R.S.A., Sect. 3401

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Plumbers Examining Board consists of five members appointed by the Governor; two master plumbers, two journeyman plumbers and one consumer. Exams are given at least six times a year. The Board meets at least once a year and whenever necessary to conduct the business of the Board. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Professional and Financial Regulation) July 1, 1982.

PROGRAM: During FY 89/90 the Board held 19 meetings. On March 6, 1990 new rules were promulgated to clarify some functions of the Board, better clarify the licensing requirements, improve language regarding application procedures, list fees for applications, examinations and licenses, and address conflicts of interest, adjudicatory hearing procedures, and enforcement and disciplinary procedures.

The Board held three hearings regarding unlicensed practice and unsupervised Trainees. They denied one individual a license for falsification of application.

Through a legislative change, the Plumbers Examining Board was granted joint custody of the Internal Plumbing Code. Various meetings have been held with the Division of Health Engineering in the anticipation of changing from the Maine State Plumbing Code to the Boca Code. Future meetings and newsletters will address this issue.

Four examinations were held for Journeyman and Master Plumbers. A total of 424 individuals were examined; 194 passed. Starting January 1990 the Plumbers Examining Board contracted with an outside testing agency to administer all plumbing exams. These examinations are administered six times a year, are given on a Saturday, and conducted in a professional manner. The board is pleased with the procedures and results of the examinations.

During the year 508 new licenses were issued; 218 Trainee Plumbers, 104 Journeyman Plumbers, 140 Master Plumbers, 6 Corporations and 40 Journeyman-in-Training.

At present there are 37 Corporations, 105 Journeyman-in-Training, 1,066 Journeyman, 2,008 Master Plumbers and 843 Trainee Plumbers making a total of 4,059 plumbers ending FY 90.

During the fiscal year, the State Plumbing Inspector made 1,004 residential and commercial inspections, 1,157 license checks, investigated 275 complaints. When possible complaints are resolved through consent agreements.

LICENSES, PERMITS, ETC.:

License:

- Corporation
- Journeyman
- Master
- Journeyman-in-training
- Trainee

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers, labels or diskettes can be purchased through the Plumbers Examining Board, Division of Licensing and Enforcement, Department of Professional and Financial Regulation for a fee. For further information you may contact the board at 582-8723, ext. 2309..

Laws and Rules free of charge upon request.

A copy of Part I of the Maine State Plumbing Code (Internal Code) can be purchased for a fee of \$5.00 through the Board for the purpose of taking the Plumbers Exam or for Plumbers in general. However, anyone else can purchase a copy of the Maine State Plumbing Code (Part I-Internal and Part II External (septic systems) for a fee by contacting the Division of Health Engineering at 289-5687.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	51,916		51,916			
Health Benefits	6,507		6,507			
Retirement	9,559		9,559			
Other Fringe Benefits	630		630			
Other Contractual Service	54,820		54,820			
Rents	412		412			
Commodities	600		600			
Equipment	28,262		28,262			
Interest—Debt Retirement	188		188			
Transfers to Other Funds	12,520		12,520			
TOTAL EXPENDITURES	112,263		112,263			

EXAMINERS OF PODIATRISTS

JAMES N. WHIPPLE, D.P.M., CHAIRMAN

BRINTON T. DARLINGTON, M.D., Secretary

Central Office: 2 Bangor Street, Augusta

Telephone: 289-3601

Mail Address: State House Sta. #137, Augusta, Maine 04333

Established: 1933

Sunset Review Required by: June 30, 1994

Reference: Policy Area: 01; Umbrella: 02; Unit: 396; Citation: 32 M.R.S.A., Sect. 3601

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to license, and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; and to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary-treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Board of Examiners of Podiatrists.

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The Board met in July and November, 1989, and in March, 1990, as required by statute.

Eleven applicants were granted licensure to practice Podiatric medicine and surgery during the year. Consistent with its adoption last year of the "PMLexis Examination" as its standard examination for licensure after April 1, 1989, the Board administered the examination to two candidates this year. The other nine applicants for licensure were licensed by endorsement of a certified report of passing scores achieved on the PMLexis examination taken in another state.

At June 30, 1990, there were 87 licensees registered with the Board for licensed practice in Maine. This is an increase of two over the 85 registrants with the Board on the same date last year.

The Board received five complaints against its licensees from the public and other sources during the year. After investigation, the Board evaluated three of these as not demonstrating a ground for discipline pursuant to the Podiatric Practice Act. These were dismissed by a majority vote of the Board. Two of the five remain under investigation as of June 30, 1990.

The Board continued to evaluate its Rules and Regulations during the year to insure their current applicability. No proposals for revision to rules were put forth during the year. The Second Regular Session of the 114th Maine Legislature enacted Public Law, Chapter 632 which clarified the Board's rule making authority by amending 32 M.R.S.A. §3605-A to reference the Board's authority to the Maine Administrative Procedures Act.

LICENSES, PERMITS, ETC.:

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:

Podiatric Practice Act, Board Rules and Regulations and Roster of Licensees (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	125		125			
Other Contractual Service	655		655			
Commodities	8		8			
Grants—Subsidies—Pensions	250		250			
Transfers to Other Funds	648		648			
TOTAL EXPENDITURES	1,686		1,686			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

BRIAN RINES, CHAIRMAN

LINDA DUFFY, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 01; Umbrella: 02; Unit: 415; Citation: 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing,

PROFESSIONAL AND FINANCIAL REGULATION

administers examinations, both written and oral, and determines those to be licensed. The Board conducts hearings and takes disciplinary action as mandated by statute.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of nine members, 6 psychologists, 1 psychological examiner and 2 public members. Members of the Board are appointed by the Governor for a term of 3 years. The members elect a chairman and secretary yearly.

PROGRAM: The Board met 13 times for business in FY90. They also conducted 24 oral examinations, held adjudicatory hearings for denials of licensure and complaints, of which 5 are pending. There are currently 336 licensed psychologists, 87 psychological examiners, and 8 temporary licensed psychologists in Maine.

LICENSES, PERMITS, ETC.:

License:

Psychologist
Psychological Examiner
Temporary Psychologist
Temporary Psychologist Examiner

PUBLICATIONS:

Roster of licensees (fee: determined by computer division at cost)
Rules and Regulations (free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,543		2,543			
Other Contractual Service	43,135		43,135			
Commodities	82		82			
Equipment	9,542		9,542			
Transfers to Other Funds	3,975		3,975			
TOTAL EXPENDITURES	59,277		59,277			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

CHESTER BRADBURY, CO-CHAIR

SUSAN A. GREENLAW, Executive Secretary

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: 1983

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; Umbrella: 02; Unit: 465; Citation: 32 M.R.S.A., Sect. 9853

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to

PROFESSIONAL AND FINANCIAL REGULATION

make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Professional and Financial Regulation who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Board met six times during fiscal year ending June 30, 1990.

The following licenses are currently held in the three major categories:

Radiographic Technologist—946

Radiation Therapy Technologist—21

Nuclear Medicine Technologist—30

LICENSES, PERMITS, ETC.:

License:

Radiographic Technologist

Nuclear Medicine Technologist

Radiation Therapy Technologist

PUBLICATIONS:

90-465 CMR 1 "Medical Radiation Technology Licensing Rules" — no charge.

90-465 CMR 2 "Educational Requirements for Limited Licensure"—no charge.

Roster—at cost.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	16,222		16,222			
Equipment	4,979		4,979			
Transfers to Other Funds	14,555		14,555			
TOTAL EXPENDITURES	35,756		35,756			

BOARD OF REAL ESTATE APPRAISERS

MICHAEL AUSTIN, CHAIRMAN

GERALDINE L. BETTS, Regulatory Board Coordinator

MARY GENTHNER, Board Clerk

Central Office: 122 Northern Ave., Gardiner

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: April 10, 1990

Reference: Policy Area: 01; Umbrella: 02; Unit: 298; Citation: 32 M.R.S.A., Sect. 13967

Average Count—All Positions: 2

Telephone: 582-8723

Legislative Count: 0

PROFESSIONAL AND FINANCIAL REGULATION

PURPOSE: On April 10, 1990, the Governor signed into law legislation to create a Board of Real Estate Appraisers. Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989, Public Law 101-73, requires that, after July 1, 1991, all real estate appraisals in connection with federally related transactions must be performed by appraisers certified or licensed by the State. The Board must establish a process for licensing real estate appraisers in order to assure that uniform, competent guidelines are established for the rendering of real estate appraisals and to fulfill the federal mandate.

ORGANIZATION: The Board consists of five members appointed by the Governor. Each member must be a citizen of the United States and a resident of the State of Maine. The composition of the board consists of one representative of a mortgage lending organization, one public member and three members who specialize in appraisal work, including at least one residential and one commercial real estate appraiser. After July 1, 1993, the appraiser positions must be filled by a licensed real estate appraiser, a state-certified residential appraiser and a state-certified general appraiser.

When making appointments, the Governor shall, consider the desirability of having board geographic distribution. Of the first board members, the Governor shall appoint one for a term of one year; one for 2 years; and 3 for 3 years. Successors will be appointed for terms of three years each. No members may be appointed to serve more than two consecutive terms.

PROGRAM: On June 27, 1990, the Board of Real Estate Appraisers met to conduct its first board meeting. The goals and objectives of this board is to establish rules and policies for the licensing and certifying of appraisers. Pursuant to legislative mandates, the effective date for required licensing is January 1, 1991.

Of the utmost importance, the board will be addressing transitional licensing in order to begin the licensing process for individuals who currently provide real estate appraisal services. Within the next few months, the board will strive to address issues such as: license fee structures, application process, examination process, code of ethics, course requirements, as well as continuing education requirements.

LICENSES, PERMITS, ETC.:

- Licensed Real Estate Appraiser
- State-Certified General Real Estate Appraiser
- State-Certified Residential Real Estate Appraiser
- Temporary License

PUBLICATIONS:

- Real Estate Appraisal Licensing and Certification Laws (Free)
- Licensee Roster—May be requested in various formats such as: Lists, Mail Labels, and Diskettes (nominal fee)

FINANCES, FISCAL YEAR 1990: No funds were appropriated nor expenditures made during FY 90.

REAL ESTATE COMMISSION

HOBERT F. HARNDEN, CHAIRMAN

CAROL J. LEIGHTON, Director

Central Office: Gardiner Annex, Northern Ave., Gardiner

Telephone: 582-8727

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: March 25, 1937

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 039; Citation: 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: The Commission is charged with supervising real estate licensees in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate brokerage. Primary responsibilities of the Commission are to license qualified applicants as real estate agencies, real estate brokers, real estate associate brokers, timeshare agents, home service contract companies and home service sales agents; to investigate alleged violations of the law; impose sanctions; prescribe curricula and standards for real estate educational programs and the Commission is authorized to defray the cost of an educational course for licensees and/or the public.

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or associate broker; and two public members with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Professional and Financial Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: Eighteen (18) meetings of the Commission were held, including twenty-six (26) adjudicatory hearings. The Commission revised its consumer booklet and ordered 100,000 copies for distribution to licensees and the public. The Commission prepared and distributed to all licensees a newsletter on a quarterly basis.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer complaints filed against real estate licensees. Two hundred and twenty-five (225) cases were under investigation during the year, one hundred seventy-nine (179) of which were closed. Because of its enforcement process, the Commission was able to influence resolution of complaints resulting in financial benefits to consumers totaling \$74,054. In addition, the following penalties were imposed through consent agreements or by Commission order: Eleven (11) licenses were suspended, seven (7) licenses were denied and \$45,818.76 in fines were imposed.

Licensing. This part of the program includes processing of applications, licensing and administration of license examinations. The following is a breakdown of applications processed:

Real Estate Licensees

Record modification applications	3,333	
Renewal license applications	6,421	
License examination applications	806	
New license applications	1,329	
Total applications processed		<u>11,889</u>

PROFESSIONAL AND FINANCIAL REGULATION

On June 30, 1990, the following licenses were in effect:

Real Estate Agencies		
Individual Proprietors	1,780	
Corporations	617	
Branch Offices	193	
Partnerships/Associations	<u>70</u>	
Total Agencies		2,660
Active Licenses		
Brokers	4,323	
Associate Real Estate Brokers	2,535	
Sales Agents	1,399	
Timeshare Agents	<u>63</u>	
Total Active Licensees		8,320
Inactive Licenses		
Real Estate Brokers	658	
Real Estate Associate Brokers	3,054	
Sales Agents	<u>12</u>	
Total Inactive Licenses		3,724
Home Service Contracts		
Sales Agents	50	
Companies	<u>5</u>	
Total Home Service		55
TOTAL ALL LICENSES		<u><u>14,759</u></u>

License examinations were administered twenty-five (25) times at the Commission office in Gardiner to six hundred twenty-three (623) examinees.

Education and Examinations. This part of the program includes dissemination of information to encourage compliance with licensing laws, prescribing curriculum for the sales agent course, associate broker course and designated broker course, approving courses for continuing education and maintaining a valid bank of license examination questions. During the year the Commission continued its program of allowing course instructors the opportunity to review the license examination bank. Further, the Education Director met with precourse sponsors once and with instructors twice. The Supervisor of Licensing and Exams met with continuing education course sponsors and instructors once. During the year the Commission revised its licensing handbook.

LICENSES, PERMITS, ETC.:

License:

- Real Estate Agency
- Real Estate Broker
- Real Estate Associate Broker
- Sales Agent
- Branch Office
- Time Share Agent
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

PUBLICATIONS:

- Real Estate Licensing Law and Rules—Free
- Catalog of Continuing Education Programs—Free
- Buyer/Seller Informational Booklet—Free
- Real Estate Licensing Handbook—Free
- Quarterly Newsletter—Free

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	241,548		241,548			
Health Benefits	24,255		24,255			
Retirement	47,861		47,861			
Other Fringe Benefits	3,093		3,093			
Other Contractual Service	148,868		148,868			
Rents	27,468		27,468			
Commodities	4,172		4,172			
Grants—Subsidies—Pensions	1,695		1,695			
Equipment	9,347		9,347			
Transfers to Other Funds	1,264		1,264			
TOTAL EXPENDITURES	509,571		509,571			

BOARD OF RESPIRATORY CARE PRACTITIONERS

JAMES SMITH, CHAIRMAN
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 19, 1985

Sunset Review Required by: June 30, 1998

Reference: Policy Area: 01; Umbrella: 02; Unit: 343; Citation: 32 M.R.S.A., 9703

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: Under the Department of Professional and Financial Regulation, the Board of Respiratory Care Practitioners exists to safeguard the public health, safety and welfare by protecting the public from incompetent and unauthorized conduct on the part of respiratory care practitioners.

ORGANIZATION: Operating in conjunction with the Department's Division of Licensing and Enforcement, the Board of Respiratory Care Practitioners consists of three respiratory care practitioners and two public members all appointed by the Governor. The Board meets at least once a year and at other times as needed.

PROGRAM: The Board met ten (10) times during FY-90. The total number of licensees to date is: 164 respiratory therapists; 226 respiratory care technicians; 11 temporary respiratory care technicians (graduates) and 6 respiratory care trainees.

Areas of consideration to the Board were complaints, continuing education, new regulations and correspondence.

LICENSES, PERMITS, ETC.:

Temporary Technician (graduate)
Permanent Respiratory Therapist
Permanent Respiratory Care Technician
Respiratory Care Trainee

PUBLICATIONS:

1. Register of Respiratory Therapists and Respiratory Care Technicians licensed in the State of Maine (nominal fee)
2. Respiratory Care Practitioners Practice Act and Regulations

PROFESSIONAL AND FINANCIAL REGULATION

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF RESPIRATORY CARE PRACTITIONERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	910		910			
Other Contractual Service	11,221		11,221			
Equipment	507		507			
Transfers to Other Funds	1,175		1,175			
TOTAL EXPENDITURES	13,813		13,813			

STATE BOARD OF SOCIAL WORKER LICENSURE

NEVA CRAM, CHAIRPERSON
PATRICIA BEAUDOIN, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969

Sunset Termination Scheduled to Start by: June 30, 1989

Reference: Policy Area: 01; Umbrella: 02; Unit: 416; Citation: 32 M.R.S.A., Sect. 7026

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine State Board of Social Worker Licensure was established to provide for the regulation of persons offering social work services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons and to assure the highest standards of practice on the part of the social worker.

The Board is authorized to evaluate the qualifications and supervise examinations of applicants, to grant licenses to those who satisfactorily qualify, investigate or cause to investigate all complaints made to it and all cases of noncompliance with this chapter. The board may adopt rules as may be reasonably necessary in carrying out its duties and the administration thereof. Hearings may be conducted to assist with investigations, to determine whether grounds exist for suspension, revocation or denial of a license, or as otherwise deemed necessary in fulfilling the Board's responsibilities.

ORGANIZATION: The Board was created in 1969. There are 7 members appointed by the Governor, including two consumer members. Terms of office are for three years and all members hold office until their successors are appointed and qualified.

PROGRAM: The Board met monthly during FY90 to conduct its business, most notably to promulgate new rules.

The national social worker examination was administered three times in FY90, under the oversight of Board members, and 298 candidates sat for it. The Board deliberated over 20 complaints, dismissed 12 of them, and took disciplinary action on 2; 6 are pending.

There are presently 2,991 licensed social workers in Maine.

LICENSES, PERMITS, ETC.:

- Licensed Social Worker
- Licensed Social Worker/Conditional I and II
- Licensed Master Social Worker
- Licensed Master Social Worker/Conditional I and II
- Licensed Clinical Social Worker

PROFESSIONAL AND FINANCIAL REGULATION

PUBLICATIONS:

Roster—publishing fee

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER LICENSURE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,611		21,611			
Health Benefits	2,013		2,013			
Retirement	3,735		3,735			
Other Fringe Benefits	75		75			
Other Contractual Service	42,492		42,492			
Commodities	127		127			
Equipment	5,474		5,474			
Transfers to Other Funds	9,933		9,933			
TOTAL EXPENDITURES	85,458		85,458			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

LOUIS PELLETIER, Sc.D., CHAIRPERSON

SUSAN A. GREENLAW, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1976

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 296; Citation: 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

The Board generally holds monthly meetings for the purpose of reviewing all applications to assure that only qualified applicants become licensed; reviews application forms for prior approval of continuing education activities with accredited sponsorship; reviews applications for the registration of speech pathology aides under the licensed speech pathologist.

Hours submitted by the licensee to satisfy the continuing education requirements for license renewal must be approved by the Board. Audits may be conducted by the Board.

Permanent licenses expire biennially on February 28th. Temporary licenses shall expire one year from date of issuance and may only be renewed once. Registrations remain in effect until the Board is notified in writing of termination.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary

PROFESSIONAL AND FINANCIAL REGULATION

PROGRAM: The Board met 9 times during FY 1990. During this time amendments to the rules were adopted regarding continuing education requirements and the adoption of ASHA's current code of ethics. Current licenses include:

- 235 permanent speech pathologists
- 21 temporary speech pathologists
- 32 permanent audiologists
- 4 temporary audiologists
- 3 permanent speech pathologist/audiologist

LICENSES, PERMITS, ETC.:

- Speech Pathology
- Speech Pathology, temporary
- Audiology
- Audiology, temporary
- Speech Pathology and Audiology
- Speech Pathology and Audiology, temporary
- Speech Pathology Aide Registration

PUBLICATIONS:

Law and the Rules and Regulations of the Maine Board of Examiners in Speech Pathology and Audiology are available.

Roster—Publishing fee.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,025		1,025			
Other Contractual Service	11,683		11,683			
Commodities	13		13			
Equipment	5,575		5,575			
Transfers to Other Funds	3,205		3,205			
TOTAL EXPENDITURES	21,501		21,501			

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS

CLIFTON LEAVIS, CHAIRMAN
DIANE BRADSTREET, Board Clerk
ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner, Me. 04345
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Telephone: 582-8723

Established: 1977

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 384; Citation: 32 M.R.S.A., Sect. 6201

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State Board of Substance Abuse Counselors was established to assess and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The State Board of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of eleven members. Nine members shall be appointed by the Governor. One

PROFESSIONAL AND FINANCIAL REGULATION

member shall be the Director of the Office of Alcoholism and Drug Abuse Prevention or a designee. One member, appointed by the Chancellor of the University of Maine System, shall be a member of the university faculty involved in the training of substance abuse counselors. Of these 11 members, 5 members shall be licensed substance abuse counselors. Two members shall be nonproviders, one of whom shall be a consumer of substance abuse services. One shall be a public member. One member shall be a representative of a regional alcohol and drug abuse council.

PROGRAM: The Board met 17 times during FY 1990 primarily for the purposes of conducting oral examinations and promulgating rules to verify their statute for licensure as Substance Abuse Counselors.

The Board of Examiners gives written examinations twice a year. All applicants are granted an oral review and may be granted a license as either an Associate Substance Abuse Counselor or as a Licensed Substance Abuse Counselor.

There are: 219—Licensed Substance Abuse Counselors

30—Associate Substance Abuse Counselor

330—Registered Substance Abuse Counselors—No examination required for this license.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor

Licensed Substance Abuse Counselor

Associate Substance Abuse Counselor

PUBLICATIONS:

Laws and Regulations

List of licensed or registered counselors

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	9,786		9,786			
Equipment	9,722		9,722			
Transfers to Other Funds	2,512		2,512			
TOTAL EXPENDITURES	22,020		22,020			

THERAPEUTIC PHARMACEUTICAL MONITORING PANEL

SENATOR CAROL M. ALLEN, CHAIRPERSON

Central Office: Capitol Building, Augusta

Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Telephone: 622-3185

Established: July 1, 1987

Sunset Review Required by: May 15, 1990

Reference: Policy Area: 01; Umbrella: 02; Unit: 504; Citation: 32 M.R.S.A., Sect. 2428

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Therapeutic Pharmaceutical Monitoring Panel was established to collect data concerning side effects, ineffective drugs and drug misuse as they apply to the services of optometrists and ophthalmologists.

PROFESSIONAL AND FINANCIAL REGULATION

ORGANIZATION: The Panel is comprised of 5 members to be appointed as follows: one licensed optometrist; one licensed ophthalmologist; one member of the State Senate; one member of the House of Representatives; and, lastly, a licensed physician with a specialty in internal medicine.

The panel may employ and prescribe the duties of other personnel as the panel deems necessary.

PROGRAM: The panel prepares reports to be submitted to the Governor, the President of the Senate, the Speaker of the House, the State Board of Optometry and the State Board of Registration in Medicine. The reports shall summarize the findings of the panel regarding the use of therapeutic pharmaceutical agents and shall be signed by all members of the panel.

All expenses of the Panel are to be paid for by the state Board of Optometry and the State Board of Registration in Medicine on an equal basis.

The law shall be repealed on May 15, 1990.

FINANCES, FISCAL YEAR 1990: This unit had no expenditures in FY 90.

STATE BOARD OF VETERINARY MEDICINE

TIMOTHY C. POWERS, DVM, CHAIRMAN

SUSAN GREENLAW, Board Clerk

ALEX SEVERANCE, Coordinator

Central Office: 122 Northern Ave., Gardiner

Telephone: 582-8723

Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: February 22, 1905

Sunset Review Required by: June 30, 1997

Reference: Policy Area: 01; Umbrella: 02; Unit: 285; Citation: 32 M.R.S.A., Sect. 4854

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; to answer correspondence and maintain financial records; to issue and set fees for annual registration of all veterinarians holding a Maine Veterinary license; and to issue and set fees for Animal Medical Technicians.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October 1973 when legislation assigned the Board to the Department of Agriculture. The 112th Legislature transferred the Board in September of 1986 to the Department of Professional and Financial Regulation.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met five times during FY 1990 and conducted two state examination sessions for veterinary applicants. The Board also conducted one National Examination for animal technician

PROFESSIONAL AND FINANCIAL REGULATION

applicants. During FY 1990 the Board promulgated rules requiring continuing education as part of the re-licensure process. The Board also responded to several complaints, correspondence, and questionnaires. As of June 30, 1990, a total of 545 veterinarians and 232 animal technicians are licensed.

LICENSES, PERMITS, ETC.:

Registration:

Animal Medical Technicians

License:

Veterinarians

PUBLICATIONS:

Laws and Regulations relating to Maine Veterinary Practice—(free)

List of Licensed Veterinarians and Registered Animal Technicians—(nominal fee)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,760		1,760			
Other Contractual Service	12,728		12,728			
Transfers to Other Funds	671		671			
TOTAL EXPENDITURES	15,159		15,159			

PROPERTY TAX REVIEW

STATE BOARD OF PROPERTY TAX REVIEW

ROBERT E. MILLER, CHAIRMAN

FRANK M. DRIGOTAS, VICE-CHAIRMAN

Central Office: 179 Mt. Vernon Ave., Augusta
Mail Address: Statehouse Sta. #87, Augusta, Maine 04330

Telephone: 623-4158

Established: July 1, 1986

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 391; *Citation:* 36 MRSA, Sect. 271

Legislative Count: 1

PURPOSE: The Board has been established to hear and determine tax abatement appeals arising under (1) the tree tax law (36 MRSA 571 et seq), (2) the farm and open space law (36 MRSA 1101 et seq), and (3) as provided in 36 MRSA 272, 843, 844 & 2865.

ORGANIZATION: The Board is established under 5 MRSA 12004 and consists of 15 members appointed by the Governor. Except for appointments made at the formulation of the board, the term of each member is for three years. An appointment to fill a vacancy shall be for the remainder of the unexpired term. Membership is divided equally among attorneys, real estate brokers, engineers, retired assessors and public members. The chairman, who is elected by the body, assigns five members to hear a given appeal with three constituting a quorum. Such hearings are held de nov. After hearing the Board has the power to raise, lower or sustain the original finding.

PROGRAM: This Board held its annual meeting on October 19, 1989.

Hearings held and decisions rendered	—	11
Cases withdrawn	—	3
Pending cases	—	4
Total cases		18

In addition, the administrative staff received numerous inquiries which were resolved by telephone or correspondence.

PUBLICATIONS:

State Board of Property Tax Review—Rules of Procedure

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF PROPERTY TAX REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	22,824	22,824				
Health Benefits	1,884	1,884				
Retirement	3,786	3,786				
Other Fringe Benefits	67	67				
Other Contractual Service	3,420	3,420				
Rents	3,600	3,600				
Commodities	477	477				
Interest—Debt Retirement	2	2				
TOTAL EXPENDITURES	36,060	36,060				

DEPARTMENT OF PUBLIC SAFETY

JOHN R. ATWOOD, COMMISSIONER

Central Office: 36 Hospital Street, Augusta

Telephone: 289-3801

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 219; Citation: 25 M.R.S.A., Sect. 2901

Average Count—All Positions: 662.5

Legislative Count: 567.5

Organizational Units:

Bureau of State Police
Office of the State Fire Marshal
Bureau of Capitol Security
State Bureau of Identification
Bureau of Liquor Enforcement

Maine Criminal Justice Academy
Board of Trustees Criminal Justice Academy
Bureau of Safety
Maine Highway Safety Commission
Bureau of Intergovernmental Drug Enforcement

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, the Bureau of Liquor Enforcement and the Bureau of Intergovernmental Drug Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions, in addition to the Bureau of State Police, as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety.

In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 transferred responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

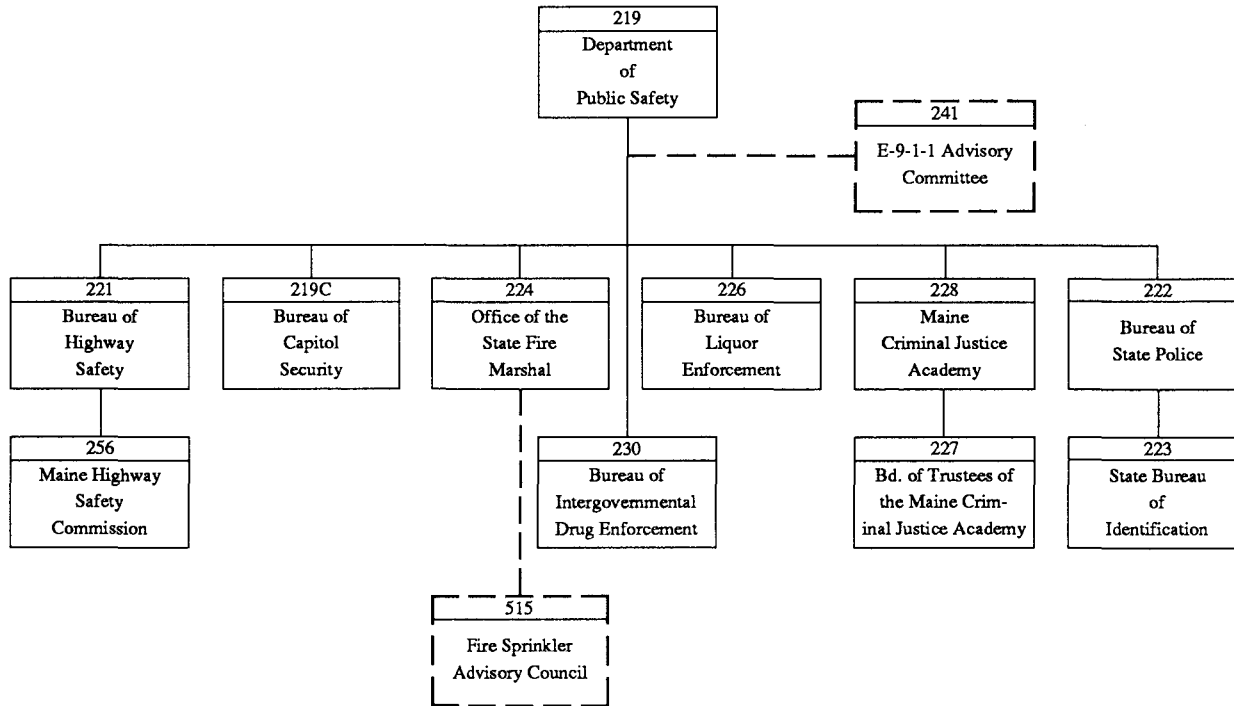
PROGRAM: Other than Administration, the activities of the Department during FY 90 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, and Audit, as described below.

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data, and the maintenance of capital equipment and real property inventory control records.

For fiscal year 1990, this office has continued to emphasize effective budget planning at all levels of the Department in order to maintain appropriate financial management and control of Department finances. Financial accountability at the lowest level of management responsibility is a particular goal of the Finance Office with respect to the Bureau of State Police. This effort has taken on special significance to the State Police in conjunction with their "Policing By Objectives" program.

**ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16**



Approved by the Bureau of the Budget

PUBLIC SAFETY

CONSOLIDATED FINANCIAL CHART FOR FY90 DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,008,792	8,090,048	3,067,667	5,495,152	355,925	
Health Benefits	1,569,637	155,183	283,424	1,095,936	35,094	
Retirement	6,573,455	5,852,531	1,058,699	-422,269	84,494	
Other Fringe Benefits	202,438	20,426	36,077	140,930	5,005	
Computer Services—Comm	-152			-152		
Computer Services—State	171,994	134	5,830	166,030		
Other Contractual Service	6,357,368	1,699,020	1,019,692	2,674,336	964,320	
Rents	332,174	55,605	82,382	181,965	12,222	
Commodities	776,194	205,729	151,616	394,086	24,763	
Grants—Subsidies—Pensions	1,311,271	23,039	61,773	1,113,637	112,822	
Building and Improvement	27,097		27,097			
Equipment	4,827,915	99,155	423,971	2,125,396	474,522	1,704,871
Interest—Debt Retirement	3,077	309	169	2,424	175	
Transfers to Other Funds	627,401		107,944	452,094	67,363	
TOTAL EXPENDITURES	39,788,661	16,201,179	6,326,341	13,419,565	2,136,705	1,704,871

PUBLIC SAFETY

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 624.5 employees in the department who comprise 88 different authorized classifications.

Audit: This office is responsible for the external audit of all National Highway Traffic Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget Circulars A-102, A-87, and A-128; and, the internal audit of the Bureau of Safety Planning and Administration function and Highway Safety Program in compliance with Office of Management and Budget circular A-128.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	829,765	190,554	69,234	569,977		
Health Benefits	78,443	11,216	6,370	60,857		
Retirement	272,831	41,087	14,406	217,338		
Other Fringe Benefits	6,815	647	848	5,320		
Computer Services—State	3,763	48	385	3,330		
Other Contractual Service	149,678	19,237	9,980	120,461		
Rents	175	175				
Commodities	11,184	363	856	9,965		
Grants—Subsidies—Pensions	700			700		
Equipment	1,742,760	11,383		26,506		1,704,871
Interest—Debt Retirement	27	7		20		
Transfers to Other Funds	214,245		12,018	202,227		
TOTAL EXPENDITURES	3,310,386	274,717	114,097	1,216,701		1,704,871

BUREAU OF CAPITOL SECURITY

DONALD SUTTER, CHIEF

Central Office: State Office Bldg., Augusta

Telephone: 289-3477

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1977

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 219C; Citation: 25 M.R.S.A., Sect. 2901A

Average Count—All Positions: 16

Legislative Count: 16

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex. As of July 1, 1990 this Bureau will be supplying limited watchperson coverage to the Stevens School Complex in Hallowell, Me.

ORGANIZATION: The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Director, one supervisor (Sergeant), nine security officers, one Clerk Typist, and four watchperson positions.

PUBLIC SAFETY

PROGRAM: During the fiscal year 1990, the Bureau of Capitol Security processed over 3,000 complaints, investigated 44 automobile accidents and issued over 6,000 parking tickets, which generated almost \$15,000.00 to the State's General Fund, dealt with 3 major Legislative hearings and 3 minor demonstrations at the capitol complex.

The major objective of the Bureau of Capitol Security for the fiscal year 1991 is to continue meeting the security needs for designated state facilities.

LICENSES, PERMITS, ETC.:

Capitol Area Activity Permit.

Other licenses and permits as specified in individual reports.

PUBLICATIONS:

Capitol Area Security Regulations.

Rules and Regulations relating to parking on State Property.

Other licenses and permits as specified in individual reports.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	243,805	243,805				
Health Benefits	25,672	25,672				
Retirement	49,137	49,137				
Other Fringe Benefits	4,607	4,607				
Other Contractual Service	12,933	12,933				
Commodities	7,297	7,297				
Grants—Subsidies—Pensions	6,035	6,035				
Equipment	1,090	1,090				
TOTAL EXPENDITURES	350,576	350,576				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville

Telephone: 873-4691

Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1973

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801

Average Count—All Positions: 17

Legislative Count: 15

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law

PUBLIC SAFETY

Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 90 the Trustees certified 113 Law Enforcement Officers, 195 Corrections Officers and 291 Reserve Officers. They also waived 13 law enforcement training requirements. The "Board" issued 28 Instructor Certificates. They recognized 7 Chiefs and Sheriffs who met the required experience, training and education for Executive Certification. The Academy sponsored 247 specialized and refresher in-service courses that were conducted for approximately 4,394 law enforcement and corrections officers. Also during FY 90, outside agencies utilized the Academy's facilities with 2,182 persons in attendance.

LICENSES, PERMITS, ETC.:

- Doppler Traffic Radar Certificate
- Intoxilyzer Operation Certificate
- Aircraft Speed Enforcement Observer Certificate
- Accident Reconstruction Specialist Certificate
- Canine Handler Team Certification

PUBLICATIONS:

- Administrative Provisions Manual
- Newsletter
- Law Enforcement Officer's Manual
- All Points Bulletin

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	432,271	330,079	32,335		69,857	
Health Benefits	43,055	34,709	3,201		5,145	
Retirement	84,138	64,262	6,283		13,593	
Other Fringe Benefits	3,961	3,388	182		391	
Other Contractual Service	232,444	109,999	105,465		16,980	
Rents	7,821	6,814	1,007			
Commodities	178,203	92,098	85,783		322	
Grants—Subsidies—Pensions	48,468	4,958	1,839		41,671	
Equipment	20,966	15,936	4,056		974	
Interest—Debt Retirement	68	25	37		6	
Transfers to Other Funds	3,524		2,581		943	
TOTAL EXPENDITURES	1,054,919	662,268	242,769		149,882	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

GERARD T. MAHONEY, CHAIRMAN

Central Office: 93 Silver Street, Waterville
Mail Address: 93 Silver Street, Waterville, Maine 04901

Telephone: 873-4691

Established: 1969

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 227; Citation: 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and, finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and corrections officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees currently consists of 15 members as follows: the Commissioner of Public Safety, the Attorney General, the Game Warden Colonel in the Department of Inland Fisheries and Wildlife, and the Commissioner of Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen, a municipal officer and one non-supervisory corrections officer representing a state or county correctional facility. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:

- Basic Certificate (full-time law enforcement/corrections personnel)
- Chief/Sheriff Certification
- Instructor Certification
- Course Certification
- Reserve Officer Certification
- Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)
- Municipal Ordinance Prosecutor's Certification

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

PUBLIC SAFETY

E-9-1-1 ADVISORY COMMITTEE

JOHN R. ATWOOD, COMMISSIONER

Central Office: 36 Hospital Street, Augusta

Telephone: 289-3801

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Reference: Policy Area: 06; Umbrella: 16; Unit: 241; Citation: 25 MRSA Sect. 2925

Average Count, All Positions: 13

Legislative Count: 0

PURPOSE: The E-9-1-1 Advisory was statutorily charged with the responsibilities of:

- A. Advising the Department of Public Safety on activities relating to the establishment of an Enhanced 9-1-1 System.
- B. Reviewing and commenting on rules proposed by the Department of Public Safety regarding Enhanced 9-1-1.
- C. Assisting the department in providing public information about the implementation and operation of the E-9-1-1 System.

ORGANIZATION: The E-9-1-1 Advisory Committee is composed of 13 members; one appointed by the Public Utilities Commission; one appointed by the Commissioner of Public Safety; and 11 appointed by the Governor, including one who is a municipal official, one who is a chief of a municipal police department, one who is the chief of a municipal fire department, one who is a county sheriff, one who represents small telephone companies, one who represents the largest provider of local exchange telephone services, one who represents a direct provider of emergency medical services, one dispatcher and 3 to represent the public-at-large.

The Advisory Committee has established three sub-committees to accomplish its objectives:

- A. Technical
- B. Services
- C. Civic

PROGRAM: The Advisory Committee has met on the third Tuesday of each month since the initial meeting.

The various sub-committees have met periodically, as needed and reported to the Committee as a whole during the regular meetings. The Advisory Committee has recognized that there is the need to develop an overall plan for the implementation of the 9-1-1 system.

The Advisory Committee has recommended that an outside consultant be selected to help in the planning and development of the system. To that end, the Chairman and a select sub-committee are currently developing a draft Request for Proposals to be used to solicit potential consultants.

Presentations have been made by various vendors who provide MSAG data base development services and the members of the committee have visited the Rhode Island 9-1-1 operation and discussed their MSAG data base development methods. The Services and Civic sub-committees have been working on the development of the PSAP standards. (MSAG is Master Street Address Guide)

The public awareness program and liaison with the telephone companies is taking place on an as-needed basis with no formal "plan" to date. The Committee has put out one general mailer to municipalities and has generated one press release.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PUBLIC SAFETY

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT

FRANCIS E. AMOROSO, DIRECTOR

Central Office: Pownal

Telephone: 688-2246

Mail Address: RR 1, Box 1432, New Gloucester Rd., Pownal, Maine 04069

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 230; Citation: 25 M.R.S.A., Sect. 2955

Legislative Count: 19

PURPOSE: The purpose is to provide a central administrative structure for the establishment, coordination, and control of specialized narcotics and narcotics related investigative units within the State of Maine. The investigative staff of the Bureau will be drawn from the ranks of state, county, and local law enforcement agencies. In addition to the consolidation of investigatory resources, the Bureau of Intergovernmental Drug Enforcement will also integrate state and federal prosecutive personnel with the day-to-day case work of investigators. The prosecutors will assist in the development of priorities and establishment of investigatory strategies.

ORGANIZATION: The Bureau of Intergovernmental Drug Enforcement was created by the 113th Legislature by passage of 25 M.R.S.A. Chapter 353. Funding of the Bureau was established by the Anti-Drug Abuse Act of 1986. This Bureau has been placed within the organizational structure of the Department of Public Safety, and requires that it be managed by a Director who reports to the Commissioner of Public Safety. It further allows the creation of investigative task forces for the purpose of conducting narcotics related criminal investigations.

PROGRAM: The Bureau has primarily been meeting its man-power and equipment needs, while maintaining ongoing investigations and intelligence gathering. At the current time all seven (7) of the investigative units have multiple active investigations being conducted in the areas of smuggling, cocaine distribution, marijuana distribution, and drug diversion.

The goal of the Bureau is to immobilize drug trafficking organizations by incarcerating their members, seizing their drugs, obtaining drug-related asset forfeitures, and deporting alien traffickers. A successful investigation and prosecution strategy reduces drug trafficking and abuse, as well as related criminal activities, such as money laundering, tax evasion, and corruption.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INTERGOVERNMENTAL DRUG ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	185,750	185,347			403	
Health Benefits	19,921	19,921				
Retirement	30,551	30,319			232	
Other Fringe Benefits	2,651	2,651				
Computer Services—State	86	86				
Other Contractual Service	1,904,143	1,142,648			762,288	
Rents	38,614	38,014			600	
Commodities	46,939	45,475			1,464	
Equipment	11,286				11,286	
Interest—Debt Retirement	310	231			79	
Transfers to Other Funds	34,099				34,099	
TOTAL EXPENDITURES	2,275,143	1,464,692			810,451	

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL

LADD G. ALCOTT, Assist. State Fire Marshal

Central Office: 317 State Street, Augusta

Telephone: 289-FIRE

Mail Address: Statehouse Sta. #52, Augusta, Maine 04333

Established: 1973

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 224; Citation: 25 M.R.S.A., Sect. 2396

Average Count—All Positions: 35

Legislative Count: 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority has broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of State Fire Marshal.

Eleven full-time fire investigators continue to provide timely response to emergency situations and fire scene investigations. Our abilities to effectively investigate incendiary fires have, in most instances, kept pace with their frequency of occurrence.

The Inspection Division has utilized six full-time inspectors during the past fiscal year who have conducted in excess of 6,500 formal inspections. Whenever practicable, inspectors continue to provide courtesy inspections upon request from private individuals and businesses. A significant growth in the numbers of service providers for day care and residential care programs administered by the Department of Human Services has resulted in greater demands for facility inspections. Thus, inspections of these facilities has been less prompt than in the past. More stringent environmental regulations pertaining to the installation and use of underground storage facilities resulted in increased applications for the installation and inspection of above-ground storage facilities.

The Fire Protection Division, staffed with two full-time positions, processed approximately 900 construction blueprints. More extensive code recognition by the construction industry was evidenced by a marked increase in requests for technical assistance.

A new division staffed with a full-time Planning and Research Associate was created this year to coordinate public education efforts and facilitate State Fire Marshal staff training.

PROGRAM: The Fire Marshal remains responsible to administer the funding for statewide Fire Service Training Education.

Investigation efforts have been greatly enhanced by the utilization of two Accelerant Detection canines because of their proven detection capabilities. Their use has reduced the amount of laboratory analysis required for negative samples, thereby lowering costs.

PUBLIC SAFETY

During calendar year 1989, 32 men, women, and children perished in fire. Although three less lives were lost than in 1988, the trend continues whereby a disproportionate number of very young and older Maine citizens became victims. Public education approaches, therefore, focus on these populations.

The Assistant State Fire Marshal has continued with his program as a partner with the United States Fire Administration, which encourages communities to develop innovative and unique fire safety programs. Three of the projects developed by Maine communities were designated as model projects by the United States Fire Administration and showcased nationally.

The United States Fire Administration gave additional support to enable continued development and statewide implementation of an outreach program to identify and provide educational intervention to juvenile firestarters.

The Fire Marshal continued to encourage greater participation of municipal fire departments in the National Fire Incident Reporting System. The data base created has proven useful for a variety of planning purposes.

During this year, the Fire Protection Division developed administrative procedures for implementation of the law governing the installation of automatic sprinkler systems, enacted by the 114th Legislature. Examination of construction plans that include automatic sprinkler systems began on January 1, 1990. A fee schedule for these plan reviews was implemented on May 1, 1990.

LICENSES, PERMITS, ETC.:

License:

- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
- Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.
- Dance

Permit:

- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above-Ground.

PUBLICATIONS:

- Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
- Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
- Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
- Maine Safety Rules for Amusement Devices and Midways (No Fee).
- Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusement Shows (No Fee).
- Rules and Regulations Relating To Structures Used by The Public As Spectators During Motor Vehicle Racing (No Fee).

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	877,889		877,889			
Health Benefits	77,323		77,323			
Retirement	172,698		172,698			
Other Fringe Benefits	12,470		12,470			
Computer Services—State	1,127		1,127			
Other Contractual Service	508,629	51,294	455,406		1,929	
Rents	43,341		43,341			
Commodities	34,523		34,222		301	
Grants—Subsidies—Pensions	20,840		20,840			
Equipment	121,829		121,829			
Interest—Debt Retirement	151		117		34	
Transfers to Other Funds	14,823		14,787		36	
TOTAL EXPENDITURES	1,885,643	51,294	1,832,049		2,300	

FIRE SPRINKLER ADVISORY COUNCIL

DONALD M. BISSET, STATE FIRE MARSHAL
LADD G. ALCOTT, Assistant State Fire Marshal

Central Office: 317 State Street, Augusta

c/o Office of State Fire Marshal

Telephone: 289-FIRE

Mail Address: Statehouse Station #52, Augusta, Maine 04333

Established: January 1, 1990

Sunset Termination Starting by: January 1, 1990

Reference: Policy Area: 06; Umbrella: 16; Unit: 515; Citation: 5 M.R.S.A., Sect. 12004-I

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The principal function of the Fire Sprinkler Advisory Council is to enable a greater degree of life and property protection for the citizens of Maine. Specifically, the council is responsible to:

1. Advise the State Fire Marshal concerning practices in the fire sprinkler system industry and the rules necessary to implement such practices.
2. Make recommendations to the State Fire Marshal regarding forms and procedures for certification, registration and licensure, and plan reviews and fees charged for those reviews.
3. Advise the State Fire Marshal as to future changes that may be required to further protect the health, safety and welfare of Maine citizens.

ORGANIZATION: The Commissioner of Public Safety appointed a 7-member council to advise the State Fire Marshal on all matters pertaining to automatic fire sprinkler systems. The council consists of two persons who were actively engaged in management of a fire sprinkler system business for at least five years prior to their appointments; one journeyman sprinkler fitter; one person from a municipal fire department within Maine, nominated by the Maine Fire Chiefs Association; one representative from the Professional Firefighters of Maine; one person involved in building construction design, and who is either a fire protection engineer or a mechanical engineer licensed in the state; and one representative from the property insurance industry, nominated by the Superintendent of Insurance.

PROGRAM: A newly established council, this past year was a building year. The council reviewed the law enacted by the 114th Legislature governing the installation of automatic fire sprinkler systems and provided recommendations pursuant to its implementation.

FINANCES, FISCAL YEAR 1990: No funds were appropriated or expended during FY 90.

MAINE HIGHWAY SAFETY COMMISSION

ALBERT L. GODFREY, SR., CO-CHAIRMAN
GLENYS LOVETT, CO-CHAIRMAN

Central Office: Gardiner Annex

Telephone: 582-8776

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1957

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 256; Citation: 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine Highway Safety Commission is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Commission serves as liaison between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of greater mutual understanding of the total highway safety effort.

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ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. Executive Order 6 FY 80/81 (signed on 12/13/80) transferred the Committee to the Department of Public Safety with members again appointed by the Governor. In 1987, the 113th Legislature changed the name to the Maine Highway Safety Commission. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Commission program involves regular meetings of the full commission, usually on a quarterly basis. The Commission is further divided into sub-committees, such as Driver and Occupant Safety; Public Information and Education; Transportation Safety; Medical, Pedestrian and Cycle Safety, and Alcohol and Other Drugs, that meet on a regular basis and report to meetings of the full Commission. Major objectives of the year have been to assist in lowering alcohol-related accidents, promotion of occupant restraint use, increasing public information activities, and promoting driver safety in general. In planning for fiscal year 91, the Commission has selected alcohol counter measures, occupant restraint use, and public information as major areas of concern.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. Don't Guess, Call EMS
3. Safety Belts—A History Lesson For Adults Brochure.
4. Under 21—Drinking/Driving Law Brochure.
5. Maine's New Tougher OUI Law.
6. Maine's New Child Restraint Law.
7. Questions Students Ask About Safety Belts.
8. Child Restraint Systems For Your Automobile.
9. Maine's Liquor Laws And You.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$6,400.00 in FY 89 and are, by administrative decision, included with those of the Bureau of Safety.

STATE BUREAU OF IDENTIFICATION

ANDREW E. DEMERS, JR., CHIEF, STATE POLICE
CAPT. EDWARD WILSON, DIRECTOR STAFF MANAGEMENT

Central Office: 36 Hospital Street, Augusta
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Telephone: 289-2296

Established: 1937

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 223; Citation: 25 M.R.S.A., Sect. 1542-A

Average Count—All Positions: 15

Legislative Count: 0

PURPOSE: The purpose of the State Bureau of Identification is to be the central repository of criminal history record information for the State of Maine, to provide that information to agencies and persons as authorized by law, to gather data and provide statistics on crime in Maine and to maintain all State Police criminal and civil investigative reports for State Police personnel use and others as authorized by law.

ORGANIZATION: The State Bureau of Identification is a bureau within the Bureau of the Maine State Police and is under the direction of the State Police, Director of Staff Management who is appointed by

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the Chief of the Maine State Police. The State Bureau of Identification is composed of three divisions. The **State Bureau of Identification/Identification Division** was created by the Legislature in 1937 and is the central repository of criminal history record information for the State of Maine. It is currently maintained by eleven staff persons. The **Uniform Crime Reporting Division**, added by Legislature in 1974 to gather data and provide statistical information about crime in Maine, is staffed by two people. Added administratively in 1976 was the **State Police Investigative Records Division**. It maintains all State Police criminal and civil investigative reports and is staffed by one person.

PROGRAM: The **State Bureau of Identification/Identification Division** has the responsibility and the authority to collect fingerprint—supported and other criminal history record information from all criminal justice agencies within the State in order to preserve and provide complete and accurate criminal history record information. (25 M.R.S.A. §1542-A and 25 M.R.S.A. §1547). This Division also has the responsibility for the timely and appropriate dissemination of criminal history record information to criminal justice agencies and others as authorized by law (16 M.R.S.A. §611-622).

Activities performed within the Division during 1989 include the following:

Criminal fingerprint cards received and processed	6,499
Identifications made with existing records	3,373
Criminal fingerprint cards classified, technical searches performed and new records established	3,126
Final disposition records received, identified and filed	3,272
FBI records received and filed	3,054
Abstract of Court Record of Criminal Violation processed	33,121
Requests for criminal history record information received and processed	85,161
Criminal history records evaluated, prepared and disseminated	15,884
Collected in fees for processing requests for criminal history record information	\$66,832.

During the year, the State Bureau of Identification/Identification Division and the Uniform Crime Reporting Division has continued in its efforts for a computerized criminal history record system and the computerization of Uniform Crime Reporting data.

Uniform Crime Reporting (UCR) is mandated by Maine Law, Title 25 §1544, amended, and requires the full cooperation of all Maine law enforcement agencies. There are currently 139 contributing agencies throughout the state including municipal, county and state police agencies. Crime data is collected on 8 Part I crimes (murder, rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft and arson). Detailed supplemental data is also gathered on the crime of Domestic Violence as required by Maine Law (Title 29, §770) and on Law Enforcement Officers Killed or Assaulted.

During 1989, the UCR staff provided 7 one-day in-service training schools to 95 officers and records staff representing 67 law enforcement agencies on UCR reporting requirements. Additionally, a two hour overview of Index Crime in America was presented to four basic training classes at the Maine Criminal Justice Academy.

Besides the structured training classes, on-site visits were made to individual departments requesting assistance with computerized records systems. Many departments are working on computer-generated monthly UCR submissions, eliminating the need for tally books and transfer to pre-printed forms. There are now 20 departments submitting computer printouts of their UCR data.

In May of 1989 the publication entitled *Crime in Maine* was compiled, printed and released. This annual publication was for the period January-December 1988.

In September 1989, Maine's UCR program played host to the annual conference of the Association of State UCR Programs (ASUCRP) at Sebasco Lodge. As the outgoing ASUCRP President, Maine's UCR supervisor welcomed over 125 participants representing 35 state UCR programs along with staff members from the FBI's UCR Division, Bureau of Justice Statistics, Criminal Justice Statistics Association, SEARCH Group, Inc., the President's Office of National Drug Control Policy, the Anti-Defamation League and the Canadian Chiefs of Police Association.

Commencing in 1989 the UCR program began its participation in the Maine Chiefs of Police Association's Law Enforcement Officer's Memorial Project. Because the UCR program traditionally has tracked incidents of officer assaults and deaths, it was selected to research the vital personal data on each officer killed in Maine's history. As the research continues into 1990 the officer names, departments, and dates of death are being verified as correct for inscription onto the memorial, scheduled for completion by May, 1991.

In 1976, State Police Investigative Records were assigned as a Division of SBI. This Division is the central repository for all criminal and civil investigative reports for the Maine State Police.

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All reports received from the troops are entered into a computerized master name index. This index acts as a pointer system for retrieving actual case reports. The master name index is made up of the names of all individuals involved in an investigation. All names appearing in a case report are entered along with the case number, type of case, date of case, dates of birth and the status of the investigation.

The computerized master name index dates back to 1983 with 138,120 names on file. During the 1989-1990 year 23,572 names were entered. On microfilm the master index dates from 1955 to 1982.

During 1989, 7,204 cases were microfilmed. Microfilmed cases may be recalled and a copy provided at any time.

In 1989, 925 names were checked in the master name file. Fees collected during the year from non-criminal justice agencies for verification reports amounted to \$2,035. This money was turned over to the Department's general fund.

Activity in the Investigative Records Unit of the State Police during 1989 consisted of the following:

Criminal Reports Received	7,274
Criminal Continuations Received	3,743
Civil Cases Received	416
Civil Continuations Received	269
Names Added to Master Name Index	23,572
Insurance Requests Received/Answered	414
Prison Requests Received/Answered	17
Inquiries (name checks)	925
Cases microfilmed	7,204

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

RICHARD W. ALLEN, ASST. DIRECTOR

Central Office: 317 State Street, Augusta

Telephone: 289-3571

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 226; Citation: 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 24

Legislative Count: 24

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 300 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28-A) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public

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Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcement officer II with the rank of sergeant. In recent years the Lewiston and Augusta areas have been combined.

In 1977, full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau is holding meetings with civic groups and schools throughout the State. This program has not only been informative but has brought an awareness to the Bureau of some of the problems that face our schools and the community.

Warning Systems. The Bureau issued 1631 written warnings during FY 90 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 90 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 3,958 licensee premise inspections; and a total of 1,183 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,967 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY90 a total of 358 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is \$59,349.00 with 70 license suspension days. As a result of criminal citations in Maine Courts, \$79,094.00 was paid in fines, thus total fines amounted to \$144,881.00 for FY90.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has six (6) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These six individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, Assistant Director, 17 officers, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 4,000 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.-1 A.M. and on Sundays 12 Noon-1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with the intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentations and closer working relationships with the Maine liquor licensee holder. Part of the presentation given is the identification of false identification cards. The Bureau received permission from the 112th Legislature to use blue lights and sirens to stop motor vehicles, and this has been a big help to our officers.

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Illegal Importation. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 90 the number of agency stores in the State of Maine rose to 71. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future. There are at this time 76 agency stores.

We now have one officer involved in the D.A.R.E. Program in Houlton. He is the president of the Maine D.A.R.E. Association.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	621,688	621,688				
Health Benefits	59,929	59,929				
Retirement	142,208	142,208				
Other Fringe Benefits	8,528	8,528				
Other Contractual Service	58,570	58,570				
Rents	10,602	10,602				
Commodities	10,447	10,447				
Grants—Subsidies—Pensions	12,011	12,011				
Equipment	63,634	63,634				
Interest—Debt Retirement	46	46				
TOTAL EXPENDITURES	987,663	987,663				

BUREAU OF HIGHWAY SAFETY

RICHARD E. PERKINS, DIRECTOR

Central Office: Gardiner Annex

Telephone: 582-8776

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: December 13, 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 221; Citation: Exec. Order 6 FY 81

Average Count—All Positions: 9.5

Legislative Count: 7.5

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and, during an organizational change to provide more effective and efficient government, was placed within the Department of Public Safety in December, 1980. In 1990, the legislature changed the name to the Bureau of Highway Safety.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end, the Bureau is involved in a working relationship with other State, county, and municipal agencies. Activities in this area include, but are not limited to, motor vehicle occupant restraints, child restraints, 55/65 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol

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countermeasures, emergency medical services, driver training, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. The Bureau provides financial and technical assistance in carrying out these programs.

The Bureau also directs the Defensive Driving program in the State of Maine.

PUBLICATIONS:

1. How To Spot Drunk Drivers Guide.
2. Don't Guess, Call EMS
3. Safety Belts—A History Lesson For Adults Brochure.
4. Under 21—Drinking/Driving Law Brochure.
5. Maine's New Tougher OUI Law.
6. Maine's New Child Restraint Law.
7. Questions Students Ask About Safety Belts.
8. Child Restraint Systems For Your Automobile.
9. Maine's Liquor Laws and You.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HIGHWAY SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	214,867		10,355	135,687	68,825	
Health Benefits	21,742		1,143	13,515	7,084	
Retirement	43,500		2,020	27,718	13,762	
Other Fringe Benefits	2,409		186	1,429	794	
Other Contractual Service	341,271	95,225	38,044	118,529	89,473	
Rents	33,111		13,211	8,278	11,622	
Commodities	14,750		1,379	1,355	12,016	
Grants—Subsidies—Pensions	71,068				71,068	
Equipment	425,746				425,746	
Transfers to Other Funds	89,817		11,295	52,747	25,775	
TOTAL EXPENDITURES	1,258,281	95,225	77,633	359,258	726,165	

BUREAU OF STATE POLICE

COL. ANDREW E. DEMERS, JR., CHIEF

LT. COL. ALFRED SKOLFIELD, Deputy Chief

LT. COL. DANIEL COTE, Deputy Chief

Central Office: 36 Hospital Street, Augusta

Telephone: 289-2155

Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 06; Umbrella: 16; Unit: 222; Citation: 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 511

Legislative Count: 459

PUBLIC SAFETY

Organizational Units:

Field Divisions
Office of Planning and Research
Training and Special Services
Crime Laboratory
Support Services
Radio Communications
Internal Affairs
Administrative Licensing
Commercial Vehicle Enforcement

Public Information Office
Traffic Safety
Criminal Division
Organized Crime Unit
Data Processing
Community Relations
UCR/Investigative Records
Fleet Services

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriff's departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into two field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Fleet Services Division. The Fleet Services Division operates State Police garages in Augusta, Houlton, Orono, and Scarborough. Nine mechanics were responsible for performing virtually all aspects of automotive maintenance and repair. Rebuilt components were kept available throughout the year, so that the down time for the cruisers was kept to a minimum. A major undertaking was the replacement of cruiser frames. This resulted in the salvaging of nearly brand new cars that would have otherwise been declared total losses and would not have been replaced. Replacement of major body panels such as doors, fenders, and windshields was a common occurrence.

Criminal Division. The Criminal Division, commanded by a captain, is responsible for Criminal Investigations and the Crime Laboratory.

Criminal Investigations: The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any non-compliance. Criminal investigations dealing with major crimes such as homicides are the responsibility of the northern, central and southern Criminal Investigation Divisions (CIDS) with central headquarters in Augusta.

The primary function of each CID is to investigate homicides, suspicious deaths, other major crimes within its respective geographical areas, and to assist uniformed personnel and other law enforcement agencies with criminal investigations they are conducting. Other major crimes investigated include: burglary, bank robbery, forgery, conspiracy, escapes, deceptive business practices, kidnapping, rape, aggravated assaults, extortion, terrorizing, and gross sexual crimes, etc. In addition, each CID coordinates investigations and prosecutions, as necessary, with the Maine Department of the Attorney General; assists in the training of State and local police in criminal investigative techniques; and provides detectives for speaking engagements before various civic groups and schools.

PUBLIC SAFETY

In addition to State Police investigation requests, the CIDs assisted other in-State and out-of-state criminal justice agencies. Much of the work done by the detectives was facilitated by State Police Officers assigned to the field divisions.

Crime Laboratory: The new Maine State Police Crime Laboratory has successfully completed its third year of operation with an increase in examinations performed. The turn around time on cases has also been greatly reduced enabling laboratory personnel to provide more efficient service to all of Maine's law enforcement agencies.

The scientific examination of evidence submitted to the Maine State Police Crime Laboratory has been one of the most persuasive forms of testimony available to all law enforcement agencies within the State. Positive connections can be established between the suspect and the victim or between the suspect and the crime scene. Equally important, innocent suspects, towards whom circumstance has pointed the finger of suspicion, can be exonerated by the use of scientific evidence and expert testimony.

One responsibility of the Crime Laboratory is to provide personnel trained in the collection, preservation and documentation of physical evidence at major crime scenes. Evidence is then assigned to the appropriate laboratory section for examination. In addition, Crime Laboratory personnel provide instructor support to the Maine Criminal Justice Academy (MCJA) in all aspects of the Forensic Sciences.

Photography Section: The photography section provides photographic support for all field activities. In addition to recording major crime scenes the section provides fingerprint photography for the Crime Laboratory's fingerprint section and meets the needs of the other Laboratory sections as well.

In addition, the photography technician conducts training sessions and schools to familiarize law enforcement officers with proper crime scene coverage and use of photographic equipment.

The Photography Section provides the full service of all photo lab functions:

- a) development and printing of color film
- b) development and printing of black and white film
- c) furnishes enlargements, duplicates, etc. as required
- d) provides files for all negatives and log of the same
- e) provides portrait services as necessary
- f) provides identification photos as necessary
- g) orders photographic supplies and film for the department

Firearms Section: Firearms examinations deal with answering questions relating to the use of firearms in the commission of a crime. The examinations include identifying the gun from which a questioned bullet was fired, functional and operational tests of firearms, determination of the distance from which a shot was fired by gunpowder, shot pattern tests, and the determination of the type of weapon used in firing a questioned bullet or cartridge case.

Toolmark identification, by using the same principles used in firearms identification, can identify the tools that made the marks left by pry bars, screwdrivers, chisels, hammers and other objects used by criminals at the scene of a crime.

Serial number restoration is a method of restoring obliterated numbers, identifying altered or restamped serial numbers in metal objects by use of chemical means and microscopic examination.

Latent Fingerprint Section: The Latent Fingerprint Section is capable of examination of most items, regardless of texture, for latent fingerprint impressions by powder and chemical means. Fingerprint examination provides law enforcement with the only unchangeable and infallible means of positive identification. Being adapted to the field of criminal identification, the fingerprint presents a means of identifying offenders by the examination of tiny, almost indiscernible impressions left carelessly behind. Fingerprints are also used to identify missing persons and resolve uncertainty by establishing the identity of victim(s) involved in tragic accidents.

Footwear/tire comparison is the examination of class and accidental characteristics found on the tread of the respective item.

Forensic Chemistry Section: The Forensic Chemistry Section of the Crime Laboratory is responsible for the examination, identification and comparison of several types of physical evidence that are encountered in criminal investigations.

Capabilities of the Forensic Chemistry Section is as follows:

Blood

- Determination of the presence of blood in trace amounts and in visible stains on clothing, weapons, vehicles, etc.
- Determination of the species of bloodstains
- Determination of the blood group (ABO) of bloodstains

PUBLIC SAFETY

Seminal Fluid/Sperm Cells

- Determination of the presence of seminal fluid/sperm cells on clothing, bedding, objects, etc.
- Determination of the blood group (ABO) of seminal fluid stains

Saliva

- Determination of the presence of saliva on various objects
- Determination of the blood group (ABO) of saliva stains

Hairs

- Determination of the species of hairs
- Determination of body area of origin of human hairs
- Comparison of hair samples to determine possible common source of origin

Fibers

- Identification of fibers
- Comparison of fiber samples to determine possible common source of origin

Paint

- Identification of paint on clothing/tools etc.
- Comparison of automotive/structural paint samples to determine possible common source of origin

Glass

- Identification of glass on clothing/tools, etc.
- Comparison of glass samples to determine possible common source of origin

Urine, Feces

- Identification of urine and feces on clothing, bedding, objects, etc.

Executive Security: Officers assigned to the Executive Security section of the Unit are given the responsibility of providing security to the Governor. In addition to their assigned duties, the officers also provide security to visiting dignitaries, the Senate and House of Representatives and various hearings as the particular situation or need dictates.

Attorney General's Investigations: Officers assigned to the Attorney General section of the Unit are assigned primarily those cases referred to the Investigative section and involve a typical criminal complaint, including the investigation of government officers, physicians, and attorneys charged with malpractice and other offenses of an administrative nature.

In 1988 the three state police investigators assigned to the Attorney General's Investigation Division were assigned 192 new cases.

Field Force: The Field Force of the Maine State Police is divided into two divisions, with each division being commanded by a division captain.

The division captains are charged with the planning, coordinating and directing of the activities within a respective division. Responsibilities include: periodic inspections of property and personnel; and insuring State Police officers work in harmony with other law enforcement agencies.

The following is a breakdown of the Field Force:

Division I

- Troop A (Alfred)—responsible for York and southwest Oxford counties
- Troop B (Gray)—responsible for Cumberland, southwest Androscoggin and central Oxford counties and Interstate 95 from Scarborough to Brunswick.
- Troop D (Thomaston)—responsible for Sagadahoc, Knox, Lincoln, Waldo, southern Kennebec and central Androscoggin counties, and Interstate 95 from Brunswick to the Gardiner toll of the Maine Turnpike.
- Troop G (Scarborough)—responsible for the Maine Turnpike.

Division II

- Troop C (Skowhegan)—responsible for Franklin, Somerset, northern Kennebec and northern Androscoggin counties, and Interstate 95 from Augusta to Newport.
- Troop E (Orono)—responsible for Penobscot and Piscataquis counties and Interstate 95 from Newport to Sherman.
- Troop F (Houlton)—responsible for Aroostook County, and Interstate 95 from Sherman to Houlton (Canadian Border)
- Troop J (E. Machias)—responsible for Hancock and Washington counties.

PUBLIC SAFETY

First Field Division: The First Field Division, consisting of Troops A, B, D, and G, and the Second Field Division, consisting of Troops C, E, F, and J, had an active year with a continual increase in demands for service.

Troops A and B moved into their new barracks, Alfred and Gray, respectively. All troops were actively involved in Federally funded Speed Enforcement and Operating Under the Influence (OUI) programs. These troops also had personnel conducting Drug Abuse Resistance Education (DARE) programs throughout the state. Field personnel were assigned to Operation Co-Flame, a coordinated enforcement activity directed at drug interdiction along the Interstate System from Maine to Florida.

These activities were in addition to the daily enforcement of motor vehicle and criminal laws, assisting motorists and other agencies, and other calls for service.

Internal Affairs. The Maine State Police Internal Affairs Division is responsible for the investigation or the administration of investigations of all allegations of misconduct on the part of State Police Officers. Close liaison was maintained with the various members of the criminal justice community as well as with members of the private and business sectors.

Automation of data pertaining to Division activities continued. This statistical data provided assistance in the overall management of agency operations.

Administrative Licensing: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 800 Beano and Games of Chance organizations Statewide. It also maintains close and effective cooperation with other law enforcement agencies. Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Enforcement activities include conducting investigations, premise inspections, conducting special workshops, conducting audits, and conducting new application investigations.

The State Police accepts applications, investigates backgrounds and issues licenses for private investigators and private security guard services. Similar background investigations are conducted for non-resident concealed weapon applicants plus ex-felons who may only apply for non-concealable firearms permits.

Support Services. The Support Services Division, directed by a captain, administers the following functions: Communications, Management Information Systems, Planning & Research, Community Relations, Traffic Safety, Training/Special Services and Commercial Vehicle Enforcement.

Communications and Radio Maintenance.

Communications: The Maine State Police, Communications Division, located at State Police Headquarters in Augusta, functions as a support service to law enforcement statewide on a twenty-four hour basis. Its primary responsibilities include, but are not limited to:

1. Provide radio dispatch for the Maine Department of Public Safety (State Police, State Fire Marshal, Liquor Enforcement, Capitol Security and the Criminal Justice Academy), the Department of Marine Resources, and the Department of the Attorney General as well as several other State and federal agencies.
2. Act as a receiving point for complaints from the public on traffic accidents and reported crimes.
3. Record pertinent data of and make assignments to investigate these complaints and motor vehicle accidents.
4. Relay police type information to the police community through general broadcasts over the police radio systems.
5. Provide general information and direction to the public upon request.
6. Seek information for and assist all units on the radio system in any way possible so they might be more effective in accomplishing their tasks.
7. Operate and maintain a computerized message switch for the transmission of police teletype messages throughout the State and the Nation.

Management Information Systems. The Management Information Unit is responsible for accurate and timely reporting of administrative and statistical computer systems for Public Safety. The areas of responsibility include: Data Entry, Computer Operations, Program Development and Program Maintenance.

Planning & Research. The Maine State Police Planning and Research Office has as its prime functions:

1. Provide management support at both the administrative and operational levels.
2. Continual evaluation of current agency operations and programs to determine if they are meeting the intended organizational goals.
3. Responsibility for carrying out a continuing program of research and planning projects of a variety of types to strengthen the operations of the Maine State Police and to improve its effectiveness and efficiency in the future.

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4. Responsibility for providing inputs into State and federal plans for research and for planning projects and securing special grants for such purposes, in addition to the preparation of Agency and inter-agency plans.
5. Responsibility for carrying out the established priorities for research as determined by the Chief of the Maine State Police.

Responsibilities include:

1. Focus time and attention on administrative and procedural planning as well as operational planning.
2. Provide its full resources to any commander or staff member. Assists any member of the Maine State Police or allied police agency when called upon for its many varied services. Furnishes the public with services which fall within its jurisdiction.
3. Perform detailed research and special studies relating to agency operations, including coordination of State Police evaluation projects.
4. Make recommendations relative to present and future needs. Studies and analyzes existing trends.
5. Writes projects; prepare initial budgetary data and coordinate all federal funding through the National Highway Traffic Safety Administration.

Community Relations. In 1989 the Community Relations Office (CRO) was staffed with one uniformed state trooper. Emphasis was concentrated in the areas of public safety education, state trooper recruitment and enhancing the image of the agency.

A number of issues were addressed including OUI Enforcement and Prevention, Safety Belts, Child Safety Seats, Crime Prevention and other topics to increase awareness and help foster public cooperation. Trooper recruitment, with an eye toward attracting more women and minority candidates, continues to be a high priority.

Traffic Safety. The Traffic Division is responsible for the administration of Accident Reconstruction, Accident Records, Air Enforcement, Commercial Vehicle Enforcement, Fleet Safety Program, Hazardous Materials, and Motor Vehicle Inspection.

Accident Reconstruction: The Accident Reconstruction Program continues to be active and, like many other programs, has been effected by promotions, transfers, and current working schedules and contracts.

The reconstruction program has completed ten years with over 2,300 reconstruction cases logged, and averages slightly more than 200 cases each year, ranging from speeding to motor vehicle manslaughter. Although all reconstructionists are assigned duties with the Field Troops, the technical, supervisory, and administrative functions of all reconstructionist activity are assigned to the Traffic Division and the Senior Accident Reconstructionist Specialist.

Accident Records: The Accident Records Section is maintained in compliance with Maine Motor Vehicle Laws, and as such receives, reviews, processes, and maintains files of all accidents reported in Maine. Reports from every police agency in the State, are checked for completeness, accuracy, and compliance with the guidelines of the Accident Reporting Manual.

All reports, more than 44,500 annually, are kept in microfilm files and are made available to interested parties in compliance with the Maine Law. Annual sales of accident report copies exceed \$45,000.

The Accident Records Section also maintains separate files on all fatal motor vehicle accidents and is responsible for daily updates of fatal accident statistical data. Constant coordination is maintained with the Bureau of Safety, the Governor's Highway Safety Representative, the Maine Department of Transportation, and the Department's Data Processing Unit to insure up to date accident data.

Air Wing: The State Police Air Wing consists of two full time pilots with duties including: aircraft enforcement of the national maximum speed limit, marijuana eradication, coastal smuggling, aircraft smuggling, aircraft theft, criminal surveillance, aerial searches, administrative transportation, maintenance of aircraft, proficiency training, and instruction to other agencies. The State Police aircraft are based in the greater Portland area, with a state-wide response time of 1 hour in most cases.

Fleet Safety Program: The Director of the Traffic Division also serves as the Chairman of the State Police Fleet Safety Board. All fleet accidents and reports of fleet vehicle damage are forwarded to the Fleet Safety Board for review, and those records are maintained within the Traffic Division.

The Fleet Safety Board, made up of sworn personnel, reviews all reports in compliance with State Police Policy and makes decisions regarding the preventability of the events. The Board also makes frequent recommendations to the Chief regarding overall fleet vehicle safety.

Individual officer files are also maintained by the Board and it is these files that are the basis for the issuance of the Safe Driver Award pins that are worn on the State Police Uniform.

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Motor Vehicle Inspection: The Motor Vehicle Inspection Unit, consisting of nine uniformed officers, is responsible for the monitoring and licensing of the 2,024 inspection stations and 7,103 certified inspection mechanics in the State. The inspection officers must inspect each of the 2,450 school buses twice a year. Their duties also include motor vehicle inspection complaint investigations, speaking engagements, vehicle autopsy, accident reconstruction, and providing instructors at the Maine Criminal Justice Academy.

Commercial Vehicle Enforcement: The Commercial Vehicle Enforcement Unit has the responsibility of enforcing the size, weight, and other laws as they apply to commercial vehicles using Maine's roadways. Many inspections were conducted with the assistance of federal funds received from the Motor Carrier Safety Assistance Program. Permanent weigh stations in Kittery and York were in regular use throughout the year, as were portable scales, which can be set up and made operational in minutes virtually anywhere in the state. State Police weigh stations are often used in conjunction with the Federal Office of Motor Carrier Safety and other state and federal agencies.

Hazardous Materials: The Traffic Division continues to be involved in hazardous materials safety and enforcement. The major concerns for the Traffic Division is the safe transportation of hazardous materials over the highways. The Hazardous Materials Coordinator works cooperatively with Maine Department of Environmental Protection and the Maine Bureau of Civil Emergency Preparedness on matters concerning the overall safety of the public.

Training/Special Services.

State Police Training: The primary training program is the Maine State Police School which prepares recruits to perform the responsibilities of State Police Trooper. The School is staffed by a cadre of State Police officers who administer the 18-week education and training program required for recruits who comprise a training troop.

In addition to various in-service training programs, the State Police Training Officer coordinates women and minority recruitment programs, law enforcement orientation programs for high school students, and State Police participation in the NESPAC (New England State Police Administration Compact) Non-Commissioned Officers Academy.

Support and instruction were provided in the areas of:

1. The Maine Warden School.
2. Municipal/County Basic Police Schools.
3. Corrections classes.
4. Administration of Physical Aptitude Test (PAT's) for applicant and special team members.
5. Instruction at the New England State Police Schools (NESPAC), FTO, NCO and Homicide.
6. Coordination of the applicant process.
7. Two full-time canine trainers, provided training to State, County and Municipal K-9 Teams throughout the year.
8. Women's Orientation Programs were conducted at the Academy.
9. Firearms Re-qualification for all members of the department.
10. Participated in several career day activities at the high school and college level.

Special Services: State Police Special Services is comprised of the Canine Unit, Hostage Negotiation Team, the Tactical Team, and the Underwater Recovery Team.

Canine Unit: The Maine State Police Canine Unit consists of two full time trainers with handlers assigned to all the troops and several of the other units. The canines and their personnel are used for tracking, drug searches, backing up other officers, to conduct building searches, evidence searches, and to search for cadavers.

The Canine Team conducted 218 public demonstrations to enhance the image of the Maine State Police and to help deter crime.

Total use of the Canine Unit, 1988

1,577 calls

Tactical Team: The Maine State Police Tactical Team consists of specially trained Troopers who, for the most part, are centrally located within the State in order to ensure maximum Team mobility. The purpose of the Team is to respond to extreme emergencies in which serious injury or death could neutralize the effect of any person(s) threatening the lives and safety of the public.

The Team responded to numerous requests for assistance from local, county, and State agencies with requests ranging from:

- Armed individuals
- Barricaded individuals threatening the lives of others or the public
- Hostage situations

The Team was able to accomplish each mission without injury or loss of life.

Underwater Recovery Team: The Maine State Police Underwater Recovery Team (URT) was established to assist in selected areas of criminal investigations and to provide URT services to any policy

PUBLIC SAFETY

agency making a request that may include, but is not limited to, the recovery of murder victims, evidence relating to a crime, and vehicles.

When assistance in the search and recovery of presumed and known drowning victims is requested by the U.S. Coast Guard, Maine Department of Marine Resources, the Maine Department of Inland Fisheries and Wildlife, or any other agency, the URT responds as is appropriate.

Overview of Activities:

- CID's initiated 1,082 Investigation Reports
- Field Troops
 - Initiated 6,307 Investigation Reports
 - Issued: 34,474 defects
 - 73,633 summonses
 - 79,061 warnings
 - Patrol Checks—17,053
 - Aid to Motorists—12,648
 - Aid to Other Agencies—10,641
- Commercial Vehicle Enforcement Unit:
 - Checked over 100,000 commercial vehicles
 - Weighed 77,505 trucks
 - Inspected 6,945 commercial vehicles for compliance with safety laws
 - Issued 4,874 summonses for weight violations
 - Placed 3,774 commercial vehicles "out-of-service" for safety defects or driver non-compliance with safety rules.
- Traffic Safety
 - Motor Vehicle Inspection:
 - Sold 1,085,560 inspection stickers
 - Licensed 2,091 inspection stations
 - Inspected 2,450 school buses
 - Airwing
 - 1,080 enforcement actions taken against speeders
 - Worked extensively with Federal and State agencies on investigations
- Canine Unit
 - Calls for assistance increased by 170 calls, totalling 1,747
- Underwater Recovery Team
 - Took part in 19 operational dives
- Crime Lab:
 - Processed 80 major crime scenes
 - Attended 64 autopsies
 - Conducted 146 classroom lectures
 - Conducted 16,268 examinations of hair, paint/glass, serology, and gunshot residue

Further information is available in the "1989 Maine State Police Annual Report," and "Crime in Maine 1989."

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards under Title 32, Section 3761-3783.

PUBLICATIONS:

- Laws, Rules and Regulations Relating to Games of Chance (Free)
- Laws, Rules and Regulations Relating to Beano (Free)
- Motor Vehicle Inspection Manual (\$3.50)
- Personal Property Record & Inventory (Free)
- Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
- The Maine Department of Public Safety (Free)
- The Maine State Police "Annual Report" (Free)
- Private Investigator (Free)
- Private Security Guard (Free)
- Crime In Maine 1989 (Free)

PUBLIC SAFETY

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,602,757	6,518,575	2,077,854	4,789,488	216,840	
Health Benefits	1,243,552	3,736	195,387	1,021,564	22,865	
Retirement	5,778,392	5,525,518	863,292	-667,325	56,907	
Other Fringe Benefits	160,997	605	22,391	134,181	3,820	
Computer Services—Comm	-152			-152		
Computer Services—State	167,018		4,318	162,700		
Other Contractual Service	3,148,907	209,114	410,797	2,435,346	93,650	
Rents	198,510		24,823	173,687		
Commodities	472,851	50,049	29,376	382,766	10,660	
Grants—Subsidies—Pensions	1,152,149	35	39,094	1,112,937	83	
Buildings and Improvement	27,097		27,097			
Equipment	2,440,604	7,112	298,086	2,098,890	36,516	
Interest—Debt Retirement	2,475		15	2,404	56	
Transfers to Other Funds	270,893		67,263	197,120	6,510	
TOTAL EXPENDITURES	28,666,050	12,314,744	4,059,793	11,843,606	447,907	

PUBLIC UTILITIES COMMISSION

CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Telephone: 289-3831

Established: 1913

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 65; Unit: 407; Citation: 35-A M.R.S.A., §103-7

Average Count—All Positions: 70

Legislative Count: 69

Organizational Units:

Administrative Division
Legal Division

Consumer Assistance Division
Technical Analysis Division

Finance Division

PURPOSE: The Public Utilities Commission's purpose is to protect the public by ensuring that utilities operating in the State of Maine provide adequate and reliable service to the public at rates that are reasonable and just. The Commission is a quasi-judicial body which rules on cases involving rates, service, financing, and other activities of the utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 150 water utilities, 14 electric utilities, 1 gas utility, 19 telephone and telegraph utilities, 4 water carriers, 2 resellers of telephone services,⁷ radio common carriers, 156 cocots and 8 cellular service providers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. The Administrative Division is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The Division has primary responsibility for public information and assists the General Counsel of the Legal Division in providing information to the Legislature.

Included within the Administrative Division are the Information Resource Center and Computer System Management Section.

Consumer Assistance Division. The Consumer Assistance Division (CAD) receives, analyses and responds to complaints from Maine utility customers. The CAD assists individual customers in resolving their disputes with the utility and analyzes those complaints to determine what utility practices, if any, need to be corrected. When a utility practice is identified that requires correction action, it is brought to the attention of the utility for appropriate resolution.

Legal Division. The Legal Division represents the Commission before federal and State appellate and trial courts and agencies. It provides hearings examiners and staff attorneys in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. Examiners preside over Commission proceedings, rule on questions of procedure and evidence, and prepare written recommended decisions for the Commission. Staff attorneys organize and present the staff's case before the Commission, cross-examine the cases of other parties, file briefs on the issues, and engage in negotiations with the parties for the settlement of all or some of the issues in a case. Complete legal services are provided by the Division on all legal aspects of matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. The Finance Division is responsible for conducting financial investigations and analysis of telephone, electric, gas and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The Division assists in the preparation of questions for cross-examination on accounting and finance matters, presents direct testimony, evaluates rate case exhibits and advises the Commission on financial and economic issues.

Technical Analysis Division. The Technical Analysis Division analyzes the technical aspects of filings made by utilities. Specifically, the Division analyzes and evaluates rate design exhibits, assists in the preparation of engineering related cross-examination and provides expert witnesses in rate proceedings. The Division prepares and reviews cost allocations and rate studies, reviews plans and specifications on all major utility construction projects, conducts on-site inspection of system improve-

PUBLIC UTILITIES

ments, advises the Commission and CAD regarding line extensions, inspects gas pipelines to ensure safe operations and conducts on site investigations of gas explosions and electrical accidents involving loss of human life. Finally, the Division reviews standards of service, utility reports, fuel clauses and fuel generation rates, using computer modeling techniques where appropriate.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board, as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963.

Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems.

The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM:

During FY 89/90, the Commission issued an Order Approving Stipulation in the Central Maine Power (CMP) Rate Case. The stipulation provided that:

- (1) CMP shall increase its rates by \$20.0 million (effective 1/1/90), which includes a performance bonus of \$500,000 for its national leadership in contracting for cost-effective residential, commercial and industrial energy-management through competitive all-source bidding;
- (2) CMP shall increase its rates by approximately \$19.0 million (effective 9/1/90 or 12/31/90) to coincide with the anticipated date of commercial operation of Monty Hydro Station Project and Hydro-Quebec Phase II Project;
- (3) CMP shall further study and evaluate line clearance and residential low income rate study and proposal.

Also in FY 89/90, the Commission issued a rule that adopted comprehensive revisions of the Commission's procedural rules and regulations (Chapter 110).

The Commission initiated a proceeding regarding incentive regulation for telecommunication utilities to determine whether to propose a rule or to proceed in some other manner to implement some form of alternative regulation. This proceeding was initiated as a result of a stipulation approved in a recent NET rate case. Comments were invited by parties by 6/1/90 on the efficacy of continued rate base regulation, and on various forms of alternative incentive regulation.

In March of 1989, the Commission adopted a rule that dealt with least-cost planning proposals. The purpose of this rule is to invite investor-owned electric utilities and other interested persons to file proposals.

During FY 89/90, Central Maine Power Company and Bangor-Hydro Electric submitted proposals for Commission review. During the year, much review and discussions took place between the Commission staff, the companies, and other interested parties. As a result of that review, in July 1990, CMP plans to submit to the Commission a revised Chapter 382 proposal describing fully a general rate adjustment method and mechanism that it would be willing to adopt. In BHE's case, the Commission concluded that its proposal did not satisfy the requirements of the rule and needs to be revised.

The Commission also established a permanent decommissioning fund for Maine Yankee and determined the amount that Maine Yankee should put into the fund annually. The case is now under

PUBLIC UTILITIES

appeal to the Law Court. Maine Yankee is contending federal government preempts state from determining how much money to set aside.

During FY 89/90, the Commission began processing four major cases that will continue to require a major expenditure of our resources into FY 90/91:

- (1) Bangor Hydro-Electric Company requested approval for a rate increase of \$8,811,080 (filed on March 9, 1990);
- (2) Central Maine Power Company requested approval for a rate increase of \$58,525,000 (filed on May 29, 1990);
- (3) Bangor Hydro-Electric Company requested approval to build a new dam on the Penobscot River to be called the Basin Mills Project and to rebuild and upgrade two existing hydro facilities on the Penobscot River known as Veazie and Milford Projects (filed November 22, 1989); and
- (4) A Commission investigation into the reasonableness of the rates of Contel (initiated on March 6, 1990).

Consumer Assistance Division: During the calendar year 1989 the Commission's Consumer Assistance Division closed 4,257 contacts and complaints from utility customers. The Division issued 51 determinations of violation of the Commission's Rules. Investigations of Customer complaints by the Division resulted in refunds of \$42,431.80 to customers for 1989.

Legislation: The Commission initiated one piece of legislation that was enacted during the 1990 session. Public Law 651 defines "public telephones" and specifies the contents of written notice of charges for those phones that must be provided by the owners of such phones. The bill provides that absent proper notice, no additional charges may be assessed for the use of public telephones.

LICENSES, PERMITS, ETC.:

Electric Utilities — Application for Certificate of Convenience and Necessity to construct or purchase generating facilities or energy.

Providers of Telephone, Electric or Gas Utility Services—Application for approval to provide telephone, electric or gas service in a municipality in which an existing utility is furnishing or authorized to furnish service upon declaration by the Commission that the public convenience and necessity requires a second public utility.

Carriers of Passengers and Freight by Water in Casco Bay — Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature. (No Charge)
Rules (No Charge). Additional sets of rules with binders—\$35.00

*Decisions and Orders—(Semi-Annual Fee \$73.00—mailed monthly)

*Agenda—(Semi-Annual Fee \$12.00—mailed weekly)

*Docket—(Semi-Annual Fee \$10.00—mailed monthly)

*Consumer Assistance Division Annual Report (No Charge)

At Your Service: A Guide To The Rights And Responsibilities Of Residential Utility Customers (No Charge)

Do You Have A Utility Complaint? (No Charge)

*There is no charge for parties or interested persons in cases.

FINANCES, FISCAL YEAR 1990: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PUBLIC UTILITIES

CONSOLIDATED FINANCIAL CHART FOR FY 90 PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,125,564	739,488	1,386,076			
Health Benefits	156,029	45,313	110,716			
Retirement	433,512	131,572	301,940			
Other Fringe Benefits	18,994	5,349	13,645			
Computer Services—State	3,757		3,757			
Other Contractual Service	595,346	38	595,308			
Rents	3,993		3,993			
Commodities	31,050		31,050			
Buildings and Improvement	13,440		13,440			
Equipment	260,115		260,115			
Interest—Debt Retirement	73		73			
Transfers to Other Funds	136,989		136,989			
TOTAL EXPENDITURES	3,778,862	921,760	2,857,102			

MAINE PUBLIC UTILITY FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN
ROBERT O. LENNA, Executive Director

Central Office: 286 Water Street, Augusta
Mail Address: Box 2268, Augusta, Maine 04338

Telephone: 622-9386

Established: 1981

Reference: Policy Area: 01; Umbrella: 94; Unit: 401; Citation: 35-A M.R.S.A., Sect. 2904

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The Maine Public Utility Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:

Audit Report

FINANCES, FISCAL YEAR 1990: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

DAVID D. BROWN, CHAIRMAN

Incoming WATS: Emergency Only: 1-800-452-8735

Central Office: State Office Bldg., Augusta

Telephone: 289-4080

Mail Address: Statehouse Station #72, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 01; Umbrella: 92; Unit: 400; Citation: 37B M.R.S.A., Sect. 954

Average Count—All Positions: 1

Legislative Count: 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and manage annual funding which, originally was set at \$50,000, Legislative action raised this to \$200,000 for FY 89. The monies are obtained by a fee on nuclear reactor license holders.

Rulemaking (Rule Number 87-462) established secondary emergency planning zones around nuclear power plants. The committee allocated funds in the FY 90 budget for secondary EPZ Planning.

The REP Committee has completed its ninth annual budget. Monies from the budget (\$180,000), were used to enhance emergency public notification, communications and planning within the sixteen (16) primary and eleven (11) secondary EPZ towns around the Maine Yankee Nuclear Power Plant.

The Maine Emergency Management Agency provides the REP Committee administrative and financial services.

PUBLICATIONS:

1. "State of Maine Emergency Procedures in the event of a Maine Yankee Incident." Free to citizens.

2. Radiological Emergency Preparedness—"Handbook for emergency workers and notifier teams in the Maine Yankee Emergency Planning Zone." This handbook is directed to emergency personnel and services, not for general distribution to the public.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,220		5,220			
Health Benefits	726		726			
Retirement	1,017		1,017			
Other Fringe Benefits	15		15			
Other Contractual Service	53,671		53,671			
Commodities	8,211		8,211			
Grants—Subsidies—Pensions	72,911		72,911			
Equipment	43,353		43,353			
Interest—Debt Retirement	9		9			
Transfers to Other Funds	3,915		3,915			
TOTAL EXPENDITURES	189,048		189,048			

ADVISORY COMMISSION ON RADIOACTIVE WASTE

REP. JAMES MITCHELL, CHAIR
COMM. DEAN MARRIOTT (D.E.P.), VICE-CHAIRMAN

Central Office: Maine State Retirement Building, Augusta
Mail Address: Statehouse Sta. #120, Augusta, Maine 04333

Telephone: 289-3058, 3059
1-800-453-4013

Established: 1985

Sunset Review Required by: June 30, 1993

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 433; *Citation:* 38 M.R.S.A., Sect. 1453

Average Count—All Positions: 14

Legislative Count: 0

PURPOSE:

- A. Study the management, transportation, storage and disposal of radioactive waste, including low-level and high-level radioactive waste generated in or near this State;
- B. Evaluate methods and criteria for siting and constructing low-level radioactive waste disposal or storage facilities;
- C. Evaluate methods and criteria for siting and constructing high-level radioactive waste repositories or storage facilities;
- D. Advise the Governor and the Legislature on the findings and recommendations of the commission;
- E. Assist the Governor in regional efforts to manage radioactive waste; and
- F. Provide opportunities for public input, disseminate information to the general public and promote public understanding concerning radioactive waste issues.

ORGANIZATION:

Membership; appointment. The commission shall consist of 14 members, who shall be appointed as follows. The Governor may appoint a person from the Executive Department, Office of the Governor; the Commissioner of Environmental Protection; the Commissioner of Human Services; and the State Geologist, or their designees shall be members of the commission. The President of the Senate shall appoint 3 Senators, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The Speaker of the House of Representatives shall appoint 3 Representatives, 2 from the majority party and one from the minority party; one person from an organization that holds a license for the use of radioactive material; and one person from the general public. The terms of legislative members of the commission shall expire the first Wednesday in December 1986, and in even-numbered years. The terms of the public member appointed by the President of the Senate and the licensee member appointed by the Speaker of the House of Representatives shall expire December 31, 1986, and every 2 years thereafter; and the terms of the public member appointed by the Speaker of the House of Representatives and the licensee member appointed by the President of the Senate shall expire December 31, 1987, and every 2 years thereafter. Notwithstanding this subsection, any public member or licensee member may be removed by the appointing authority, at the pleasure of the appointing authority and a new member may be appointed to complete the term of the preceding appointee. Members may continue to serve until their replacements are designated. Vacancies shall be filled by the appointing authority to complete the term of the preceding appointee.

The commission shall elect a chairman from its legislative membership. The Commissioner of Environmental Protection shall serve as vice-chairman.

PROGRAM: The Advisory Commission on Radioactive Waste was established as a successor to the previous Low Level Waste Siting Commission. The Commission advises the Governor and the Legislature on matters relating to radioactive waste management and has the duties specified under **PURPOSE.**

High-level Radioactive Waste. Although Maine is no longer under immediate consideration as a national high-level repository site, the Advisory Commission, fearing another change in federal policy, continues to monitor the U.S. Department of Energy's high-level radioactive waste disposal program. The Commission recommended that the Legislature continue to support scientific studies by the Maine Geological Survey and other appropriate agencies that have the ability to provide information on Maine's

RADIOACTIVE WASTE

technical unsuitability as a site for a high-level radioactive waste repository. The Commission intends to keep informed of developments in the United States and abroad that may have future impacts on Maine. Through newsletters and other information sources and personal contacts, the Commission will continue to monitor technical and political developments as DOE continues its controversial effort to develop a repository in Nevada.

Low-level Radioactive Waste. The Advisory Commission continues to support Maine's two-track approach to low-level waste disposal, urging continued efforts to negotiate a contract or compact for out-of-state disposal and continued progress toward developing an in-state site if one is necessary. The Commission recommends that the Governor's office continue to pursue all possible avenues for out-of-state disposal of Maine's low-level radioactive waste. In the summer and fall of 1989, the Commission supported the short-term (1990-1992) disposal contract with the Rocky Mountain Compact, negotiated by Gov. McKernan and approved by state voters. The Commission also recommends that the Legislature provide political and financial support for the Low-Level Radioactive Waste Authority as it undertakes the difficult assignment of siting and building a Maine disposal facility and that the Legislature and legislators individually seek to promote public understanding of low-level radioactive waste management and informed public review of the Authority's plans.

Public Information. The Advisory Commission publishes a newsletter, *Update*, about six times a year. Fact Sheets and a Backgrounder on low-level radioactive waste are updated periodically. The Commission's toll-free telephone line, connected to a 24-hour answering machine, provides current information and allows Maine residents to ask questions and express concerns about both low-level and high-level radioactive waste management. Visitors are welcome to use the resources of the library on radioactive waste located in the Commission's Augusta office.

PUBLICATIONS:

Bi-Monthly newsletter on Radioactive Waste—Free.

Backgrounder, document on Low-Level Radioactive Waste—Free.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Materials Control, Department of Environmental Protection.

RESIDENTIAL TREATMENT CENTERS

RESIDENTIAL TREATMENT CENTERS ADVISORY GROUP

Central Office: 87 Winthrop Street, Augusta
Mail Address: Statehouse Sta. #146, Augusta, Maine 04333

Telephone: 289-3863

Established: September 19, 1985

Reference: Policy Area: 03; Umbrella: 92; Unit: 485; Citation: 22 M.R.S.A., Sect. 8154

PURPOSE: To consult with the Children's Residential Treatment Committee on the development of overall state policies for placement of children in need of treatment in residential treatment centers. The Children's Residential Treatment Centers Committee is composed of the Commissioner of Educational and Cultural Services; the Commissioner of Human Services; the Commissioner of Mental Health and Mental Retardation; and, the Commissioner of Corrections, or their designees.

ORGANIZATION: The Advisory Group is composed of a representative from each residential treatment center and 2 members who represent community mental health services. Additional members may be added at the request of the Children's Residential Treatment Committee resulting in the addition of a representative of the Maine Association of Directors Services for Exceptional Children.

PROGRAM: The Residential Treatment Centers Advisory Group meets on a quarterly basis, or more frequently as needed, with the Children's Residential Treatment Committee. During the past year, meetings were held with a broad range of children's services providers to encourage an ongoing dialogue and working relationship between public and private agencies serving children.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

JON A. LUND, CHAIRPERSON, BOARD OF TRUSTEES
CLAUDE R. PERRIER, EXECUTIVE DIRECTOR

Central Office: 1 Central Plaza, Augusta
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

1-(800)-451-9800
Telephone: 289-3461
FAX: (207) 289-1032

Established: 1947

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Sect. 17101

Average Count—All Positions: 75

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, state police officers employed before 1943, and members of the Legislature who became members after December 2, 1986), and the employees of 270 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include four members appointed by the Governor, subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Senate. One of these four members shall be a retired teacher, one shall be receiving a retirement allowance as a state employee or retired participating local district employee, and two of these four members shall be qualified through training or experience in the field of investments, accounting, banking, insurance or law. The remaining three members shall include one member who is a teacher and is elected by the Maine Teachers Association, one member who is a state employee and is elected by the Maine State Employees Association, and one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and the costing of requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1990, was comprised of 48,089 active members (22,286 teachers, 16,252 state employees and 9,551 employees of participating local districts). In addition, there were 36,203 inactive accounts on the System's records (20,252 teachers, 11,176 state employees and 4,775 participating local district employees).

Trust fund reserves of the System at June 30, 1990, totalled \$1,756,461,904.51, an increase of \$247,939,527.66 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

Trust Fund Reserves

State Employees	\$547,288,667.19
Teachers (Post 7/1/24)	777,203,954.96
Teachers (Pre 7/1/24)	(189,063,137.50)
Participating Local Districts	418,218,539.32
Consolidated Disability AD&D, & Sur-Benefits	202,813,880.54
Total	\$1,756,461,904.51

RETIREMENT SYSTEM

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was \$88,039,446.99 more than the previous year's end balance, the Retirement Allowance Fund, which was \$156,642,239.74 greater than at the previous year end, and the Survivor Benefit Fund, which was \$3,257,840.93 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of \$23,295,172 were authorized for 1989-90.

State contributions to the System during the past year totalled \$191,499,520.79, of which \$117,012,907.58 was made on account of teachers and \$74,486,613.21 was made on account of state employees. Participating local district employees made contributions on behalf of employees totalling \$26,315,388.88. Individual members made contributions totalling \$68,437,034.62 as compared with \$61,303,632 in the previous year, as may be seen by the following tabulation:

	FY 1990	FY 1989
Teachers	\$36,140,856.82	\$31,832,112
State Employees	20,936,607.20	18,907,956
Participating Local Districts	11,359,570.60	10,563,564
Total	\$68,437,034.62	\$61,303,632

Retirements processed during the last fiscal year totalled 774, representing 312 teachers, 267 state employees and 195 participating local district employees. This represents an decrease of 186 retirement authorizations as compared with the previous year. As of June 30, 1990, there were 23,212 persons on the retirement payroll which amounted to \$14,380,061.43. There were 8,503 teachers, 8,633 state employees, and 5,170 employees retired from participating local districts, 879 disability recipients, and 27 beneficiaries receiving accidental death benefits on the June payroll.

Retired persons and their beneficiaries were paid retirement allowances of \$170,455,549 during the year, an increase of \$12,983,393 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1989. The cost-of-living increase was 4.0%. This cost-of-living increase was paid to all state employees, teachers, and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were \$2,508,650 during the year.

Administrative expenses for the fiscal year were \$3,481,155.

The retired state employee health insurance premiums totalled \$5,628,780 during the fiscal year as compared to \$4,576,126 during the previous year. This is an increase of 23 per cent.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees, and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement, and group life insurance.

RETIREMENT AND SURVIVOR BENEFITS

<i>Fiscal Year Ending June 30</i>	<i>Retirement Payments</i>	<i>Survivor Benefit Payments</i>
1990	\$167,946,899	\$2,508,650
1989	\$155,286,147	\$2,186,009
1988	\$143,426,113	\$2,139,130
1987	\$133,329,267	\$2,231,083
1986	\$125,371,133	\$2,034,197
1985	\$116,707,875	\$1,955,484
1984	\$108,349,618	\$1,955,484
1983	\$ 99,371,049	\$1,914,680
1982	\$ 90,499,330	\$1,656,799

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RETIREMENT SYSTEM

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,705,542					1,705,542
Health Benefits	167,686					167,686
Retirement	345,908					345,908
Other Fringe Benefits	16,501					16,501
Computer Services—State	337,696					337,696
Other Contractual Service	1,205,974					1,205,974
Rents	189,167					189,167
Commodities	127,676					127,676
Grants—Subsidies—Pensions	213,971					213,971
Transfers to Other Funds	164,537	134,778				29,759
TOTAL EXPENDITURES	4,474,658	134,778				4,339,880

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine
Mail Address: Box 283, Cornish, Maine 04020

Telephone: 625-8123

Established: 1973

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 94; Unit: 412; Citation: 38 M.R.S.A., Sect. 954

Average Count—All Positions: 2

Legislative Count: 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff presently consisting of an Executive Director and a part-time administrative assistant which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure for development activities within the statutorily defined corridor. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application form. During this fiscal year, the Commission conducted 28 public hearings and considered 131 applications for permits or variances. The Commission also considered 25 amendments to permits or variances previously granted and considered 3 requests for reconsideration. During the past year, Commission staff travelled 1,848 miles in performing site inspections and other Commission business.

The figures cited above reflect the continuing surge of development activities within the corridor. (Prior to 1983, the Commission was considering an average of 45-55 applications annually.) The development proposals reviewed by the Commission in the past year continue to reflect a diversity of uses for the river and its adjacent lands, and the Commission's discussions and decisions regarding various applications are, in part, a reflection of a major purpose of the Saco River Corridor Act: the assurance that diversity of use is balanced by the avoidance of the mixture of incompatible uses.

During the past fiscal year, the Commission implemented its new enforcement policy which is providing more uniformity and specific guidance to staff and the public regarding how violations of the Saco River Corridor statute will be resolved. To date, 10 Administrative Consent Agreements and Enforcement Orders have been drafted under the new policy, with monetary penalties totalling \$4,750. Enforcement efforts have been coordinated with the Office of the Attorney General and monetary penalties are payable to the State Treasurer.

SACO RIVER CORRIDOR

In addition, the Commission, after public hearing, adopted a number of minor changes to the Commission's various procedural rules and regulations to make them more consistent and to add to procedural efficiency. During the fiscal year, the Commission also began the process of updating its Comprehensive Plan, an effort which is expected to take at least two years. Critical input will be needed from the twenty corridor municipalities, as well as from the regulated community.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist valley citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the area citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.:

Permits:

- Building — within the statutorily defined corridor
- Filling — within the statutorily defined corridor
- Excavating — within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" (\$6.50).
2. *The Saco River Corridor: The View From the Valley*—the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of \$6.00.
3. Informational pamphlet (free).

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Revenue Funds	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries, Wages & Benefits	\$29,864.73	\$15,000.00				\$14,864.73
Rent	3,660.00					3,600.00
Operating Expenses	5,957.49					5,957.49
Utilities	323.87					323.87
Contractual Services	2,880.00					2,880.00
Capital Supplies	279.97					279.97
TOTAL EXPENDITURES	\$42,966.06	\$15,000.00				\$27,966.06

COMMISSION ON SAFETY IN THE MAINE WORKPLACE

CHARLES WEEKS, CHAIR

CHARLES A. MORRISON, VICE CHAIR

Central Office: Hallowell Annex, Central Building

Telephone: 289-6400

Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: July 1, 1985

Sunset Review: Not Established

Reference: Policy Area: 04; Umbrella: 92; Unit: 489; Citation: 26 M.R.S.A., Sec. 63, sub-2 A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Commission on Safety in the Maine Workplace was created by Public Law 1985, Chapter 372, to consist of knowledgeable citizens who will examine safety attitudes, programs and procedures in Maine's workplaces; identify initiatives to reduce the frequency, severity and cost of work-related injuries and illnesses; and promote and improve best-practice safety programs. The Commission is charged with making recommendations to the Legislature, the Governor, educators, safety professionals, employers and workers on a continuing basis, for actions that will improve employer, worker and public attitudes toward safety in the workplace. It seeks to create continuing public/private and employer/employee partnerships in the area of workplace safety and health. The Workers' Compensation Reform Act of 1987 (Public Law 1987 Chapter 559, effective 11-20-87) added the responsibility for reviewing requests made by employers, to the Safety Loan Fund, which had previously been within the purview of the Occupational Safety Loan Review Panel.

ORGANIZATION: The Commission consists of not more than twelve members, three with expertise and professional qualifications in the field of occupational safety and health, two representatives of private employers, two representatives of employees, and additional members as the Governor deems necessary and appropriate, all knowledgeable in the area of workplace safety. The Commissioner of the Department of Labor is an ex officio member and serves as Vice Chair. Staffing is provided by the Bureau of Labor Standards.

PROGRAM: The Commission held eleven meetings during the year. It established by-laws for the functioning of the Commission. The group reviewed four Safety Loan requests and recommended that the Commissioner of Labor approve these loans. The Commission increased the funding ceiling for loans.

The Commission has worked on a strategy to better coordinate health and safety efforts, and to increase public awareness and understanding of workplace safety issues; it also reviewed various activities in these areas.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards, Department of Labor.

MAINE SARDINE COUNCIL

JEFFREY H. KAEIN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer
Mail Address: P.O. Box 337, Brewer, Maine 04412

Telephone: 989-2180
Fax: 207-989-2154

Established: 1951

Sunset Review Required by: June 30, 1996

Reference: Policy Area: 01; Umbrella: 94; Unit: 414; Citation: 36 M.R.S.A., Sect. 4693

Average Count—All Positions: 7.5

Legislative Count: 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine packers asked the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed marketing and quality control services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active packers appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was then established. The Council was charged with responsibility for administering the various industry development programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976, the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. At the request of the industry, the tax was increased to 30 cents per case in 1981 to help make up part of the budgetary shortfall that was a result of the low volume of sardine production in 1980. Because only six companies were packing sardines in Maine, the 113th Legislature agreed to legislation that reduces the number of packers making up the Council to no fewer than five. In 1988, there were five Council members and alternates may now be appointed to make it easier for the Council to establish a quorum at their business meetings. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 89 with varying degrees of emphasis as requirements and funds would permit. Since 1960 the industry has been faced with a declining supply of fish for canning and, therefore, tax income has decreased accordingly. Long-term planning has been most difficult due to the continuous uncertainty of fish supply and income. Where the Sardine Council's tax income prior to 1961 averaged from \$500,000 to \$600,000 a year, presently it can be projected to a maximum of approximately \$300,000 barring an unexpected, but much needed and hoped for, improvement in the fish supply. Major items of expense include the financing of the Quality Control and Research Laboratory at Brewer and the development of programs to meet State and Federal requirements for pollution control, plant sanitation and safety, and the U.S. Food and Drug Administration's food inspection and labeling regulations. Recent Congressional interest in the establishment of a National Seafood Inspection Program and the implementation of a U.S./Canada Free Trade Agreement also demanded the attention of Council staff during fiscal year 1990. In recent years, formerly active consumer and market research and advertising programs have been curtailed. During fiscal year 1987 and 1988, however, the Council developed a new quality promotion campaign, producing new promotional material for the first time in several years. Council staff also has participated in food trade shows again since fiscal year 1987.

Fisheries Conservation and Management: Since the enactment of the Fisheries Conservation and Management Act in 1977, much staff time has been devoted to representing the Maine Sardine Industry at the New England Fisheries Management Council meetings and the Herring Oversight Committee meetings. In recent years, more emphasis has been placed on the New England coastal states'

SARDINE

management of the herring resource inasmuch as most of the herring processed today is caught in waters under state control. During fiscal year 1987 the Maine and Canadian sardine industries established the U.S./Canada Sardine Industry Working Group whose goal is to better understand and manage the transboundary herring stocks from which both countries, the State of Maine, and the Provinces of New Brunswick realize significant economic benefits. Current activities continue to support those goals.

Sardine Industry Production: During the 1989 season, ending January 1, 1990, the industry's production of sardines decreased to 563,827 cases from the 796,026 cases packed in 1988. Steaks, kippers, and other canned herring production during 1989 increased, however, from the 184,800 cases packed during 1988 to 206,397 cases. This production change reflects a shortage of small herring suitable for canning as sardines. In 1989, significant numbers of small fish were available from the Bay of Fundy and Grand Manan regions of Canada while fish availability on the Maine Coast continued to be a problem for the industry. A conservative estimate of the wholesale value of the Maine Sardine Industry's production again approached \$40 million during the 1989 season making the Maine Sardine Industry one of the most significant value-added industries in the State.

LICENSES, PERMITS, ETC.:

Maine law empowers the Maine Sardine Council to develop regulations governing the use of a State of Maine trademark when used in the processing and sale of Maine Sardines. During Fiscal Year 1987, the Council adopted a quality seal which was registered as a trademark of the industry both in the State and nationally and is in use today.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland"—free
 "The Maine Sardine Story"—free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	111,532		111,532			
Health Benefits	10,966		10,966			
Retirement	21,755		21,755			
Other Fringe Benefits	805		805			
Other Contractual Service	69,560		69,560			
Rents	2,161		2,161			
Commodities	4,070		4,070			
Grants—Subsidies—Pensions	2,000		2,000			
Equipment	12,682		12,682			
Interest—Debt Retirement	11		11			
Transfers to Other Funds	5,722		5,722			
TOTAL EXPENDITURES	241,264		241,264			

MAINE SCHOOL BUILDING AUTHORITY

EVE M. BITHER, CHAIRMAN

LINDA L. TRAHEY, Secretary-Treasurer

Central Office: Education Bldg., Augusta

Telephone: 289-5902

Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: August 20, 1951

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 99; Unit: 078; Citation: 20A M.R.S.A., Sect. 15704

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that general diffusion of the advantages of education is essential to preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals and finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority, established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Education. A Secretary-Treasurer is elected by the membership from the Department of Education, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 90 as outlined above.

Although this is an annual report for FY 90, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

- 57 elementary schools
- 5 additions to elementary schools
- 9 high schools
- 2 junior high schools
- 4 lessees have financed additions with the aid of the Authority.
- 26 lessees have constructed additions to projects with local funds.
- 1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	\$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments	740,791.68
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

SCHOOL BUILDING AUTHORITY

From January 1, 1989 through January 1, 1990 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	\$2,343,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	\$ 433,000.00
Outstanding Bonds at End of Period	\$1,910,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1990.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Education.

SECRETARY OF STATE

DEPARTMENT OF THE SECRETARY OF STATE

G. WILLIAM DIAMOND, SECRETARY OF STATE
JANET E. WALDRON, ASSISTANT SECRETARY OF STATE

Central Office: Nash School, Augusta; *Floor:* 2
Mail Address: Statehouse Sta. #148, Augusta, Maine 04333

Telephone: 626-8400

Established: 1820

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 455

Legislative Count: 446.5

Organizational Units:

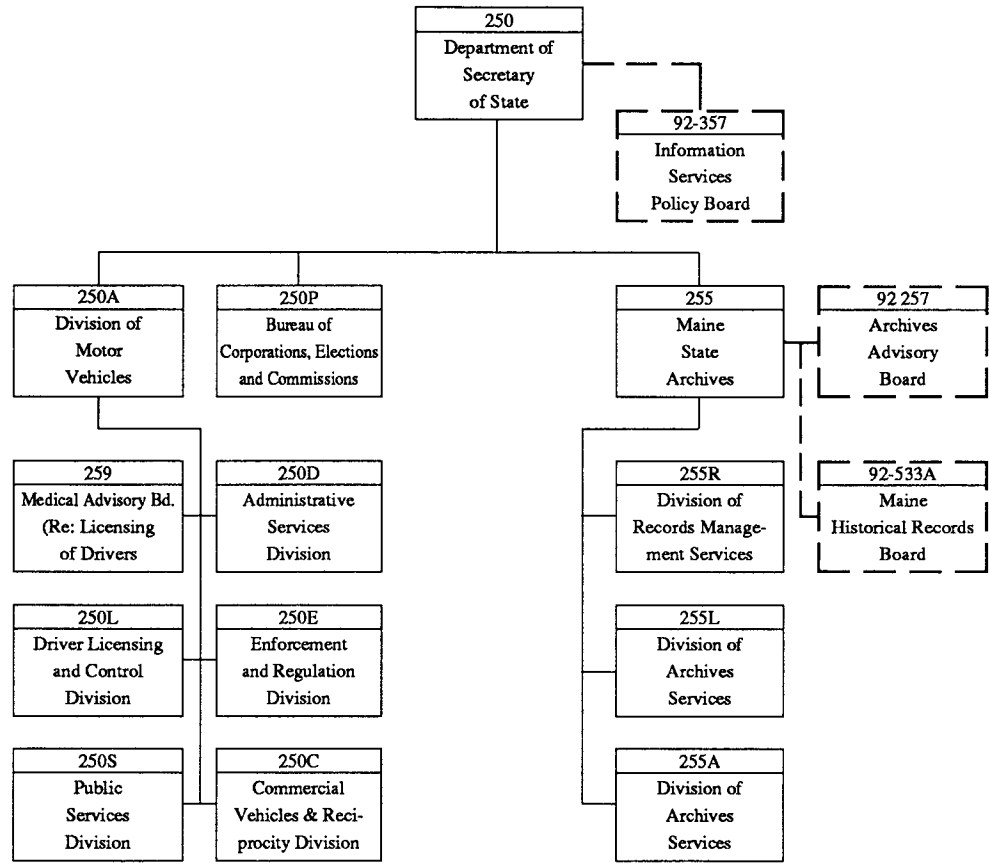
- Office of the Secretary of State
- Bureau of Corporations, Elections and Commissions
- Division of Motor Vehicles
- Maine State Archives
 - County Records Board
 - Local Government Records Board
 - Maine Historical Records Board
 - Municipal Records Board

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers. The Office of the Secretary of State is responsible for the overall financial, personnel, and administration of the Department's subdivisions and recommends to the Legislature such changes as may be required to modernize and improve the functions and services provided by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Division originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Division of Motor Vehicles was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Division. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Corporations, Elections, and Commissions.

ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29



Approved by the Bureau of the Budget

SECRETARY OF STATE

CONSOLIDATED FINANCIAL CHART FOR FY 90 DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,721,928	1,374,088	234,541	7,105,458	7,841	
Health Benefits	915,384	127,378	31,529	755,593	884	
Retirement	1,716,011	276,509	46,384	1,391,595	1,523	
Other Fringe Benefits	90,498	11,938	2,464	76,073	23	
Computer Services—Comm	4,386	4,386				
Computer Services—State	650,730	163,005		487,725		
Other Contractual Service	1,974,738	267,951	14,626	1,671,883	20,278	
Rents	331,883	1,094	48,162	282,627		
Commodities	1,300,338	136,070	305	1,113,306	50,657	
Grants—Subsidies—Pensions	191,455	100,104		91,351		
Purchases of Land	100,000	100,000				
Equipment	317,375	-69,581	14,463	372,493		
Interest—Debt Retirement	454	103		351		
Transfers to Other Funds	529,144		13,882	514,570	692	
TOTAL EXPENDITURES	16,844,324	2,493,045	406,356	13,863,025	81,898	

SECRETARY OF STATE

**ADMINISTRATIVE SERVICES DIVISION
(MOTOR VEHICLES)**

PETER C. BRAZIER, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2762

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1943

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250D; Citation: 29 M.R.S.A., Sect. 51

Average Count—All Positions: 83

Legislative Count: 0

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: The primary function and activities of the Administrative Services Division of supporting service were continued during the past year and highlighted by the expansion of our central filing system, computer systems group and internal training programs.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

JAMES S. HENDERSON, STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1965

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255; Citation: 5 M.R.S.A., Sect. 94

Average Count—All Positions: 18

Legislative Count: 18

Organizational Units:

Office of the State Archivist

Archives Advisory Board

Division of Archives Services

Advisory Committee on Judicial Records

Division of Laboratory Services

County Records Board

Division of Records Management Services

Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

SECRETARY OF STATE

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage.

Additionally, strategic planning for electronic records management continued, in cooperation with the Office of Information Services Division of the Bureau of Purchases. This effort is essential for the retention of historically valuable electronic records documenting the official activities of the State. Improved security procedures were implemented in the research area and ultra-violet filters have been installed on selected lights and windows to reduce document deterioration from UV sources.

Publications in Progress. Research was continued in preparation for the publication of *The Journal of Joseph Treat: A Trip on the Penobscot, Allagash and St. John Rivers, 1820*. Other publications being developed include a pamphlet describing the growth and development of Vital Records registration in the State of Maine in cooperation with the Office of Vital Records, and the sixth volume of *Archives of the Legislature of Maine: Legislative Index Series 1846-1850*.

Professional Development Activities. The Maine State Archives participates in several professional associations, including the International Council on Archives, the Association of Records Managers and Administrators, the Society of American Archivists, the National Association of Government Archivists and Records Administrators (NAGARA), and the New England Archivists (NEA). Continuing education opportunities are provided for professional staff.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the broader cultural community. The November 1989 "Maine Archives Conference" brought participants from Canada and Massachusetts together with Maine records curators. The conference initiated the formation of a new professional association, the Society of Maine Archivists. Cooperation and technical assistance to Maine historical societies has continued. Records Management consulting and manuals are available to all governmental agencies including

SECRETARY OF STATE

counties and municipalities, free of charge. A lecture/slide presentation is also available for those interested.

LICENSES, PERMITS, ETC.:

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2. 1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22. 1073).

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

- Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. \$1.00
- Counties, Cities, Towns and Plantations of Maine — A Handbook of Incorporations, Dissolutions and Boundary Changes. \$5.00
- Lands and Forests: Maine and the Nation — A Select Bibliography. \$1.00
- Public Record Repositories in Maine. \$5.25
- Microfilm List — Maine Town and Census Records. \$1.00
- Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1841-1845. \$5.25 each
- The Inaugural Addresses of the Governors of Maine, Volume I 1820-1862. (To be published)

Documentary Publications:

- Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. \$3.00.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	441,935	441,935				
Health Benefits	40,401	40,401				
Retirement	87,814	87,814				
Other Fringe Benefits	3,073	3,073				
Computer Services—Comm	4,386	4,386				
Other Contractual Service	40,398	39,607	791			
Commodities	5,730	7,514	-1,784			
Grants—Subsidies—Pensions	-136	-136				
Equipment	12,112	7,244	4,868			
Interest—Debt Retirement	2	2				
Transfer to Other Funds	-470		-470			
TOTAL EXPENDITURES	635,245	631,840	3,405			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255A; Citation: 5 M.R.S.A., Sect. 95

SECRETARY OF STATE

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system continued in FY 1990. Researchers now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the additional volumes of the publication *Archives of the Maine Legislature* was also generated by computer. Other computer-facilitated projects include an index to the papers of the Executive Council, 1820-1837; an index to the papers of the Secretary of State, 1820-1835; and an index to early York County and Kennebec Court Records. Work has also continued on a summary guide to the agency's overall record holdings, a project that is nearing completion.

Efforts continued to streamline day-to-day reference services in order that senior professionals in the Division could concentrate on the projects described above without disrupting the quality of service to the public. Security standards in the Public Search Room have been revised to better protect irreplaceable records in Archives custody. Three new microform readers and a reader-printer have been added to facilitate research in the Maine State Archives Search Room. Some 6,500 patrons conducted research during FY 90. In addition to local and family history, researchers investigated the changing attitudes of whites toward native Americans in the 18th and 19th centuries; various disputes involving land and boundary claims involving offshore islands, the Maine-New Hampshire border, and inland lakes and waterways that might be affected by changes in ownership by timber companies.

FY 90 also saw the completion of renovations to the Cultural Building, including the Maine State Archives Lobby area, in which a new exhibit was mounted. Titled "Maine Street Yesterdays," the exhibit features village scenes taken by noted photographer George French in the 1930's and 1940's.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

GARRY R. HINKLEY, DIRECTOR

CHESTER MESERVEY, Section Manager, Registration and Fuels

**MAURICE J. DIONNE, JR., Section Manager, OP Authority, O/D Permits and
Hazardous Materials Licensing**

Central Office: Commercial Vehicle Center, Augusta Business Park
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 626-8600

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250C; Citation: 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 31

Legislative Count: 0

PURPOSE: The purpose of the Commercial Vehicles and Reciprocity Division is to administer commercial vehicle laws. These include Registration requirements, Commodity Permits, Short-term Gross Weight Increase Permits, Long-Term Trailers, and Fuel Use Identification Decals including the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont. Further, the Division administers the Federal Heavy Vehicle Use Tax Program, other Tax Programs, the Hazardous Material Licensing Program, Operating Authority Permits, the Overdimensional Permits including the New England Transportation Consortium. The Division also establishes and maintains motor vehicle reciprocity agreements between the State of Maine and other jurisdictions.

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ORGANIZATION: The Commercial Vehicles and Reciprocity Division was established in 1984 as a result of the increased responsibility and requirements relating to the licensing and regulation of commercial vehicles. The Division administers the registration of commercial vehicles; the issuance of commodity permits, booster permits, increased gross weight permits, and duplicates and replacements; the Fuel Use Identification Decal program including the Regional Fuel Tax Agreement; the Long-term trailer program; the Federal Heavy Vehicle Use Tax Program and the Hazardous Material Licensing Program; Operating Authority Permits; and Overdimensional Permits including the New England Transportation Consortium.

In 1989, the Division was reorganized to include the Operating Authority program previously administered by the State Police, and the Overlimit Permit program previously administered by the Department of Transportation. The purpose of this reorganization was to provide a single point of contact for the trucking industry; to increase administration efficiency; and to improve the State's database on commercial vehicles.

PROGRAM: The Commercial Vehicle Division continues to administer the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont. Maine presently has over 1,700 companies as RFTA members, with approximately 50,000 decals issued for New Hampshire, and 22,000 for Vermont. The Division also administers the Fuel Use Identification program. In all, over 225,000 vehicles are licensed for fuel use reporting in Maine, and licensing fees generate over \$3.3M for the Highway Fund.

As required by federal law, the Division also administers the proof of payment requirement for the Federal Heavy Vehicle Use Tax. Owners of vehicles registered for 55,000 pounds or more must show proof of HVUT payment. There are approximately 5000 vehicles registered in Maine for which proof must be submitted. In 1989, the Federal Highway Administration audited and approved Maine's HVUT compliance program.

The Commercial Vehicle Division oversees the issuance of various commercial vehicle credentials for highway use including commercial vehicle registrations, long-term trailer registrations, and special and general commodity permits. Commercial vehicle registrations and permits generate approximately \$20M annually for the Highway Fund.

In 1989, Maine entered into the Northeast Transportation Consortium, a five-state compact for the issuance of overdimensional permits. The purpose of this compact is to facilitate the interstate movement by truck of non-divisible, oversized or overweight loads. The compact permits the trucker to contact a single state to move an overlimit load in up to five states. The compact is considered a national model.

In January 1989, the Division implemented the Hazardous Materials Licensing Program. Vehicles carrying products containing SARA section 302 or 313 chemicals must be licensed. Revenue generated is available to the Department of Environmental Protection to address the cleanup of spills.

In 1989, the Division completed the automation of Long-Term Trailer registrations. Approximately 300,000 trailer registrations, representing nearly 1,000,000 transactions, were computerized. For the first time, the long-term trailer program may be actively managed.

The Division continues to implement Single Point Contact to provide better service to the trucking industry.

LICENSES, PERMITS, ETC.:

The Commercial Vehicle Division continues to issue Commodity Permits, and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

- Fuel Use Identification Decals
- Regional Fuel Tax Agreement Decals (Maine, New Hampshire & Vermont)
- Long-term Trailer Registrations
- Special Commodity Permits
- Short-term Gross Weight Increase Permits
- Gross Weight Special Increase Permits
- Commercial Vehicle Registrations
- Hazardous Material Licenses
- 100K General Permits
- Operating Authority Permits
- Overdimensional Permits

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Division of Motor Vehicles.

DRIVER LICENSING AND CONTROL DIVISION

GEORGE STORER, DIRECTOR

ROBERT O'CONNELL, JR., ASSISTANT DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2576

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1920

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250L; Citation: 29 M.R.S.A., Sect. 530

Average Count—All Positions: 66

Legislative Count: 0

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver Licensing and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary functions and activities of the Driver Licensing and Control Division were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions or adjudications to driver history records; case review of individual driver records for appropriate administrative action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual reports of traffic accidents and invoking the provisions of the Financial Responsibility Law against uninsured motorists involved; suspension of licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with a blood-alcohol level of .02% or more; conducting administrative hearings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

The Division recently revised the Maine Point System with an effective date of 7/1/90. Also in FY 90 the Division began conducting Lemon Law hearings.

PUBLICATIONS:

Rules & Regulations: No Fee

The Maine Point System

Rules for Hearings

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-5409

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250E; Citation: 5 M.R.S.A., Sect. 81

Average Count—All Positions: 60

Legislative Count: 0

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce laws in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulation Division was established by the reorganization of Examinations and Enforcement in FY 1983. This reorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has four major functions. These functions include Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During FY 82, Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These four functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle investigators in 1978 were given limited enforcement powers to ensure that dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:

Licenses:

- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter

PUBLICATIONS:

- Rules and Regulations — no fee
- Title Manual
- Title Information Pamphlet (Title and Anti-Theft Section)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

JAMES S. HENDERSON, STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255L; Citation: 5 M.R.S.A., Sect. 93

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies. The unit is charged with the care of the more than 20,000 rolls of security microfilm stored on site. Inspections are made continually to maintain image quality control.

The Photoduplication Laboratory also provides preservation microfilming of the many paper records that are too fragile to be handled. A microfilm copy is generated for safe Search Room use. Through a State administered grant, the unit microfilmed historical records for the Washburn Norlands Living History Center to improve preservation of these documents.

The Photoduplication Laboratory continues to stabilize, duplicate and preserve the thousands of images in our holdings which date from the 1860's and range from poor to excellent condition.

The Photoduplication Laboratory continued a series of workshops focusing on the preservation of photographic images. Available to the general public as well as to small historical societies and institutions having limited technological facilities, these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continues to provide technical assistance to the other operating divisions.

The 1880 Mortality schedule, which is in very fragile condition, has been given highest priority (flattened, repaired and deacidified) so that it can be microfilmed. There are no copies of this document. After filming, the pages will be encapsulated. The 1880 Aroostook County Census also has no copies and is awaiting the same treatment.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices along with non-profit organizations around the State.

The Restoration Laboratory has been working with the Wei'To'O Book Dryer and Insect Exterminator which has replaced the use of hazardous chemicals for killing insects. A special project was conducted for the Farmer's Home Administration to treat water damaged records. We now have the capability of drying water damaged records with minimum damage to them.

Book preservation boxes were made for various damaged record books until they can be rebound. This is an ongoing project.

PUBLICATIONS:

"Document Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books"—Cost \$1.00

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

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MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2879

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State. To date, there are 7 members on the Board.

PROGRAM: Meetings of the Medical Advisory Board were held in Augusta on November 15, 1988 and June 21, 1989. These meetings addressed the medical reporting document by physicians to the Secretary of State resulting in approval by the Board of a final reporting form.

Medical cases relating to driver licensing were reviewed by the Board at both meetings.

PUBLICATIONS:

Rules and Regulations: No Fee

Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

GREGORY C. HANSCOM, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Telephone: 289-2761

Established: 1905

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 398.0

Legislative Count: 398.0

PURPOSE: The Division of Motor Vehicles was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and twelve branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and

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necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1980 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently, duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and five Divisions: Administrative Services, Driver Licensing and Control, Enforcement and Regulation, Commercial Vehicles and Reciprocity, and Public Services.

In FY 82 two new areas of responsibility were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and named the Enforcement and Regulation Division. Also in FY 84 a new division was organized and named the Commercial Vehicles and Reciprocity Division. The fuel decal program was transferred from Public Services to this new division.

In FY 87 all examination functions were transferred from Enforcement and Regulation to Public Services and in FY 90 the Municipal Registration Program was transferred from Administrative Services to Public Services.

PROGRAM: The Division continues to provide Licensing, Registration and Title services to the public through 12 Branch Offices, 28 Examination Stations, 6 Mobile Examination Stations (servicing 22 locations), 2 Mobile Photo-License Units (servicing 24 locations), the Main Office and 421 Municipal Agents.

LICENSES, PERMITS, ETC.:

License:

Car Dealer (New & Used)	Salvage Yard
Equipment Dealer	Titles—1980 and newer vehicles
Loaner	Trailer Dealer (light and heavy)
Motor Vehicle Operator (All classes)	Transporter
Motorcycle Dealer	

Registration:

Antique Auto	Motor Home
Bus	Motorcycle/Moped
Car	Municipal
Disabled Veteran	National Guard
Equipment	Pearl Harbor Survivor
Firefighter	Prisoner of War
Handicap	Street Rod
Horseless Carriage	Trailer
Legislative Plates	Truck Tractor
Long-term Trailer	

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Permits, etc:

- Fuel Use Permits (Annual and 5-day trip)
- Hazardous Material License
- Highway Crossing Permit (golf carts, etc.)
- Island Use Only
- Motor Vehicle Operator Permit (All classes)
- 100K Permits
- Operating Authority Permit
- Overdimensional Permit
- Regional Fuel Tax Agreement (ME, NH and VT)
- Short Term Gross Weight Permit
- Special Commodity Permit
- Special Gross Weight Increase
- State Identification Cards
- Transit (allows one-way trip of unregistered vehicle)

PUBLICATIONS:

Title 29—Motor Vehicle Laws—\$10 fee
 For copies contact: Swan Island Press
 Box 930
 Dresden, Maine 04342
 Tel: 207-737-2120

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,326,576		213,277	7,105,458	7,841	
Health Benefits	786,149		29,672	755,593	884	
Retirement	1,435,358		42,240	1,391,595	1,523	
Other Fringe Benefits	78,181		2,085	76,073	23	
Computer Services—State	487,725			487,725		
Other Contractual Service	1,701,127		8,966		1,671,883	20,278
Rents	330,789		48,162	282,627		
Commodities	1,165,747		1,784	1,113,306	50,657	
Grants—Subsidies—Pensions	91,351			91,351		
Purchases of Land	100,000	100,000				
Equipment	272,493	-100,000		372,493		
Interest—Debt Retirement	351			351		
Transfers to Other Funds	528,486		13,224	514,570	692	
TOTAL EXPENDITURES	14,304,333		359,410	13,863,025	81,898	

BUREAU OF CORPORATIONS, ELECTIONS, AND COMMISSIONS

GARY COOPER, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221

Telephone: 289-3676

Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1979

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 51.5

Legislative Count: 44

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PURPOSE: The Bureau of Corporations, Elections, and Commissions was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Bureau has significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; and disclosure of information by lobbyists, political candidates and committees.

ORGANIZATION: The Bureau supervises a wide variety of activities through divisions. The Deputy Secretary of State is the Administrative head of the Bureau and the directors of the various divisions report directly to the Deputy. Each division director is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

Formerly the Division of Public Administration, the Bureau was reorganized and renamed in 1989.

PROGRAM: The Bureau entered into fiscal planning for image-based computerization of its huge filing responsibilities during the most recent fiscal year. The Bureau also underwent reorganization. Formerly known as the Division of Public Administration, the Bureau took its present name to more properly reflect its activities. Three divisions within the Bureau were created; the following is a review of each, with its major functions:

Division of Corporations: This division is basically a repository for all records required by statute relating to domestic and foreign corporations, both profit and non-profit. The Division is divided into three sections. The Recording Section reviews all corporate documents for completeness prior to filing. The Reporting Section receives all periodic reports and provides information to the public concerning the status of corporations. The UCC (Uniform Commercial Code) Section receives hundreds of daily filing and other transactions concerning security interests in personal property taken as collateral for loans.

Division of Elections: This division supervises the administration of all State elections and the application of the provisions of the State's election laws. With a strong emphasis on increasing voter participation in elections, the Division provides municipalities with extensive assistance in election practices, and strives to formulate the best possible procedures to ensure honest, efficient and fair elections.

Division of Rules, Commissions, and Administration: This division is concerned with a variety of administrative and filing tasks. The financial, personnel, and records management of the Bureau take place here. All commissions, such as notaries public, boards and committees, etc., are filed here in their official form. Documents relating to pardons are kept here, and this is where authentications and apostilles are processed. The Division includes the Administrative Procedures Act (APA) Officer, who advises state agencies on rulemaking requirements, including public notice and procedural matters, and processes and files the resulting rules. Also in this division is the Lobbyist Registrar, who manages the requirements of the Lobbyist Disclosure Law. A wide variety of miscellaneous filings pass through this Division.

Sharing physical resources with the Bureau, though not under it, is the Director and staff of the Commission on Governmental Ethics and Election Practices, which manages the details of that commission's workload.

LICENSES, PERMITS, ETC.:

Regulations:

Regulation of Trading Stamp Companies

Commissions:

Notary Public

Filings:

Administrative Rules and Regulations

Domestic Profit & Nonprofit Corporations

Foreign Profit & Nonprofit Corporations

Miscellaneous Filings by State Agencies

Marks

Uniform Commercial Code

Uniform Limited Partnership

Lobbyist Registrations

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PUBLICATIONS:

Business Corporations, Laws Relating to
Election, Laws Pertaining to
Election Officials Guidebook
Election Tabulations
A Guide to the Rulemaking Process for State Agencies
Incorporating in the State of Maine
Marks, Laws Relating to
Nonprofit Corporations, Laws Relating to
Notary Public Guide
Registered Lobbyists
Running for Office in Maine
Uniform Limited Partnerships, Laws Relating to

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	953,417	932,153	21,264			
Health Benefits	88,834	86,977	1,857			
Retirement	192,839	188,695	4,144			
Other Fringe Benefits	9,244	8,865				
Computer Services—State	163,005	163,005				
Other Contractual Service	233,213	228,344	4,869			
Rents	1,094	1,094				
Commodities	128,861	128,556	305			
Grants—Subsidies—Pensions	100,240	100,240				
Equipment	32,770	23,175	9,595			
Interest—Debt Retirement	101	101				
Transfers to Other Funds	1,128		1,128			
TOTAL EXPENDITURES	1,904,746	1,861,205	43,541			

PUBLIC SERVICES DIVISION

NELSON DURAND, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-3556

Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1970

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 250S; Citation: 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 156

Legislative Count: 0

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicles, operator license renewals, duplicate licenses, Maine State identification cards and driver's license examinations.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Division of Public Services is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; registration of all classes and types of vehicles; administration of 12 Branch Offices throughout the State; and issuance thru the Branch Offices of the Fuel Use Identification Decals for implementation of fuel use tax requirements. The Examination Section was

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moved to the Division of Public Services on May 11, 1987, where it was merged with the License Services Section which is now referred to as the Bureau of Driver Licensing and Examination.

In FY 90 the Division began implementation of the Commercial Motor Vehicle Safety Act of 1986, which requires relicensing of all commercial vehicle operators. Also in FY 90 the Municipal Registration Program field operations were transferred to this division from Administrative Services.

PROGRAM: During the past fiscal year, this division was involved in providing general day to day services in the Registration, Licensing, and Examination Programs. Highlights of the operation include plans to improve branch office customer service by providing "Productive Customer Satisfaction" training for all branch office employees.

During fiscal year 1989, a site for the Topsham Branch Office was selected and the office was opened March 11, 1989. The Lewiston Branch office was relocated as well.

Funding has been approved for a 13th branch office which will be in Sanford, Maine. Opening of the office will be in the fall of 1990.

LICENSES, PERMITS, ETC.:

- Fuel Use Identification Decals*
- Highway crossing permits (golf carts, etc.)
- Island Use Only Registrations
- Motor Vehicle Operators License (All classes)
- Motor Vehicle Instruction Permit (All classes)
- Short Term Gross Weight Permit (Booster)*
- Special Commodity Permit*
- Special Gross Weight Increase*
- State Identification Card
- Transit Permit (Allows one-way trip of unregistered vehicle)
- Vehicle Registrations (All classes)
- *Branch Office Locations Only

PUBLICATIONS:

- Brochure covering Registration & License Requirements (no fee)
- Exam Manuals (All class licenses)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

NINA M. OSIER, DIRECTOR

Central Office: Cultural Bldg., Augusta

Telephone: 289-5790

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 00; Umbrella: 29; Unit: 255R; Citation: 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

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PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State Government, including a continuous review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that apply to large classes of facilitative records common to all agencies in State government, allowing the early destruction of copies which lack continuing value.

Most scheduling work is accomplished through interaction with a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch of State Government. A principal tool is the Records Management Expenditure Request, without which records storage equipment and imaging equipment (micrographics or optical disk) can neither be purchased nor leased. The Bureau of Purchases has cooperated with the Division in requiring this form, which is issued after it has been determined that the equipment is needed, that it is cost-effective for its intended application, and that the records involved are covered by up-to-date disposition schedules.

During Fiscal Year 1990 more than 39,000 references were provided to State agencies by the Maine State Records Center. The Records Center provides safe, environmentally controlled storage for semicurrent records (including computer tapes, computer disks, and microform records as well as paper files). District Court records began to arrive at the Records Center in 1990, and Superior Court records are expected to follow in 1991.

Records Management provided support in the form of staff time to the Local Government Records Board, which in 1989 replaced the Municipal Records Board and the County Records Board as regulatory authority for local government records retention. Assistance was also provided to the Advisory Committee on Judicial Records, which completed and approved retention schedules for District and Superior Court records.

During Fiscal Year 1991 the Division will continue to work with the Office of Information Services to ensure the preservation of permanently valuable electronic records throughout State government.

PUBLICATIONS:

Available to the general public: *Information Resources in Maine State Government* (A Listing of Official Records by Agency). Free.

Available to State employees: *Guidelines for Your Records Management Program* (instructions in how to correctly complete retention schedules and other Records Management forms—useful only to Executive Branch employees). Free.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

SLUDGE AND RESIDUALS UTILIZATION RESEARCH FOUNDATION

DAROLD WOOLEY, CHAIRPERSON

ESTHER LACOGNATA, VICE CHAIRPERSON

Central Office: Environmental Studies Center, U. of Maine, Orono;
Mail Address: 11 Coburn Hall, U. of Maine, Orono, Maine 04469

Telephone: 207/581-1490

Established: April 28, 1988

Sunset Review: Not Required

Reference: Policy Area: 05; Umbrella: 99; Unit: 309; Citation: 38 M.R.S.A., Sect. 1380

Average Count—All Positions: 7 Members of Board of Trustees

Legislative Count: 0

PURPOSE: A. Promote, conduct, facilitate and fund research into sludge and residuals utilization; and
B. Establish and operate a clearinghouse for information on the beneficial uses of sludge and residuals and any health or environmental consequences.

ORGANIZATION: The board of trustees consists of seven members as follows: one member from the Department of Environmental Protection; one from the Department of Agriculture, Food and Rural Resources; one from an environmental interest group; one from the Maine Wastewater Control Association; one from the Maine Municipal Association; one representing users of sludge or residuals; and one representing generators of sludge or residuals. Members are appointed by the Governor, subject to review by the joint standing committee of the Legislature having jurisdiction over natural resources and to confirmation by the Legislature. Each member serves a term of three years (except for staggered appointments in the organizational year) and may be reappointed to additional terms. The Governor shall appoint a successor to fill a vacancy for an unexpired term from the same representational group as was represented by the predecessor trustee.

The members elect a chairperson, vice-chairperson, treasurer, and clerk at the first meeting of every fiscal year. The terms of office are one year but members may be elected to additional terms.

PROGRAM: The Foundation is taking a three-pronged approach to fulfilling its mission. It has approved a research program, it has established a database of research projects, and it is developing publication and fund raising materials.

With SRURF funding, researchers at the University of Maine are studying the groundwater and soil chemistry impacts of land spreading wood ash. Tsutomu Ohno and M. Susan Erich have begun a two-year laboratory investigation of the chemical nature of Maine soils amended with wood ash. Jeffrey S. Kahl and Ivan Fernandez are studying soil and groundwater on a West Enfield site spread with wood ash in 1990. Both projects will shed light on proper management of the estimated 300,000 tons of wood ash generated yearly in Maine.

The clearinghouse data base currently contains 772 titles of reports, journal articles, conference proceedings and other materials related to sludge and residuals management. It is accessible by contacting the Center and can be searched by any of 171 keywords such as sludge, environmental protection, agriculture, hazardous waste and health risks. The data base will eventually be accessible by computer.

To raise matching funds as required by legislation, the Board is producing fundraising and informational materials. Once printed, the materials will be used to keep members of the public informed about the Foundation's activities and to raise research funds from sludge and residuals generators. The Foundation has also agreed to produce a publication on nutrient balance issues related to land spreading municipal treatment plant sludges.

PUBLICATIONS: Fact sheets on research projects; a brochure describing the SRURF mission and program.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SLUDGE AND RESIDUALS UTILIZATION RESEARCH FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	40,000	40,000				
TOTAL EXPENDITURES	40,000	40,000				

ST. CROIX INTERNATIONAL WATERWAY COMMISSION

(Contact Ed Meadows, Commissioner of Department of Conservation)

Central Office: St. Stephen, N.B.

Telephone: 289-4900

Mail Address: P.O. Box 610, Calais, Maine 04619

Established: September 29, 1987

Sunset Review Required by: June 1995

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 497; *Citation:* 38 M.R.S.A., Sect. 994

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The State of Maine and the Province of New Brunswick, Canada, concurrently passed legislation in June of 1987, enabling the formation of a joint, international, eight-member commission, which is charged with developing a recreation and resource management plan for the St. Croix River. The St. Croix River forms part of the International Boundary between the United States and Canada and, therefore, to effectively manage the river resources and uses requires a coordinated and cooperative effort between the State of Maine and the Province of New Brunswick.

ORGANIZATION: The St. Croix International Waterway Commission is an independent, jointly funded, eight-member commission with four representatives from the State of Maine and four from the Province of New Brunswick, Canada. An Executive Director and an Administrative Assistant serve as staff to the Commission. Working committees of the Commission are composed of personnel in the respective resource agencies of the State and Province, as well as private citizens, and representatives of various environmental and sportsmen's groups. The Commission seeks public input to the plan for the waterway.

PROGRAM: The Commission held its first meeting in November of 1988, which was attended by the Premier of New Brunswick and the Governor of Maine. In January of 1989, the Commission hired an executive director and an administrative assistant. The Commission has met seven times and prepared a preliminary Recreation and Resource Management Plan for the St. Croix River, and expects to offer the plan for public review in the late summer of 1990. The Commission has taken the initiative to inform and involve people and interest groups from both sides of the border in the planning efforts. Before plan adoption, which is expected in early 1991, the Commission will hold additional public meetings to solicit further public input on the preliminary plan and seek the concurrence of the Governor of Maine and Premier of New Brunswick.

FINANCES, FISCAL YEAR 1990: This unit received \$52,000 in FY 90 and will receive \$52,000 in FY 91.

STERILIZATION PROCEDURES

STERILIZATION PROCEDURES REVIEW COMMITTEE

C.M. MacGOWAN, COMMITTEE CHAIR.

Mail Address: 200 Main St., Lewiston, Me. 04240

Telephone: 795-4500

Reference: Policy Area: 03; Umbrella: 92; Unit: 427; Citation: 34-B M.R.S.A., Sect. 7017

PURPOSE: The Committee was established by an act of the Legislature during fiscal year 1984 to review annually the authorization of sterilization under 34B M.R.S.A., Chapter 7 for the purpose of assessing the need for changes or additions in the procedures and standards set forth in this chapter.

ORGANIZATION: The Committee has been established and consists of members representing the Maine Court System, Medical Community, the Departments of Human Services and Mental Health and Mental Retardation and the Legislative Committees on Health and Institutional Services and Judiciary.

PROGRAM: The Committee has collected data regarding sterilizations in Maine since 1984. Issues currently under consideration include: 1) applicability of current law to males; 2) costs of utilizing current law by those wishing to use it; and 3) whether the quality of an individual's life is or should be a consideration in making a "Best Interest" determination.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

BOARD OF DIRECTORS OF THE STUDENT EDUCATIONAL ENHANCEMENT DEPOSIT PLAN

RICHARD A. CRABTREE, CHAIRMAN

Central Office:

Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: June 30, 1987

Reference: Policy Area: 02; Umbrella: 94; Unit: 509; Citation: 20A M.R.S.A., Sect. 12610

Average Count—All Positions: 0

Telephone: 623-3521

Legislative Count: 0

PROGRAM: The Student Educational Enhancement Deposit Plan was enacted by the Legislature as a means to assist Maine families in meeting the rising cost of postsecondary education. The establishment of such a plan is a complicated process requiring considerable legal, financial, actuarial and administrative services. In addition, the value of such a plan is substantially dependent on favorable tax status (which status has not been achieved by other plans in other states). For these reasons the Board has not proceeded with establishment of the Plan, but rather has been working with the Department of Educational and Cultural Services to make a recommendation to, and seek the guidance of, the next session of the Legislature.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit amounted to \$909.50 in FY 90 and are, by administrative decision, included with those of DECS, Bureau of School Management, Div. of Higher Education.

DEPARTMENT OF TRANSPORTATION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2551

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205

Average Count—All Positions: 2449.5

Legislative Count: 1028.5

Organizational Units:

Bureau of Finance and Administration
Bureau of Transportation Services
Bureau of Planning
Bureau of Project Development
Bureau of Maintenance & Operations
Office of Human Resources
Office of Public Information and Mapping
Office of Policy Analysis

Office of Legal Services
Office of Audit
Maine State Ferry Advisory Board
Maine Port Authority
Maine Aeronautical Advisory Board
Maine Transportation Capital
Improvement Planning Commission

PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

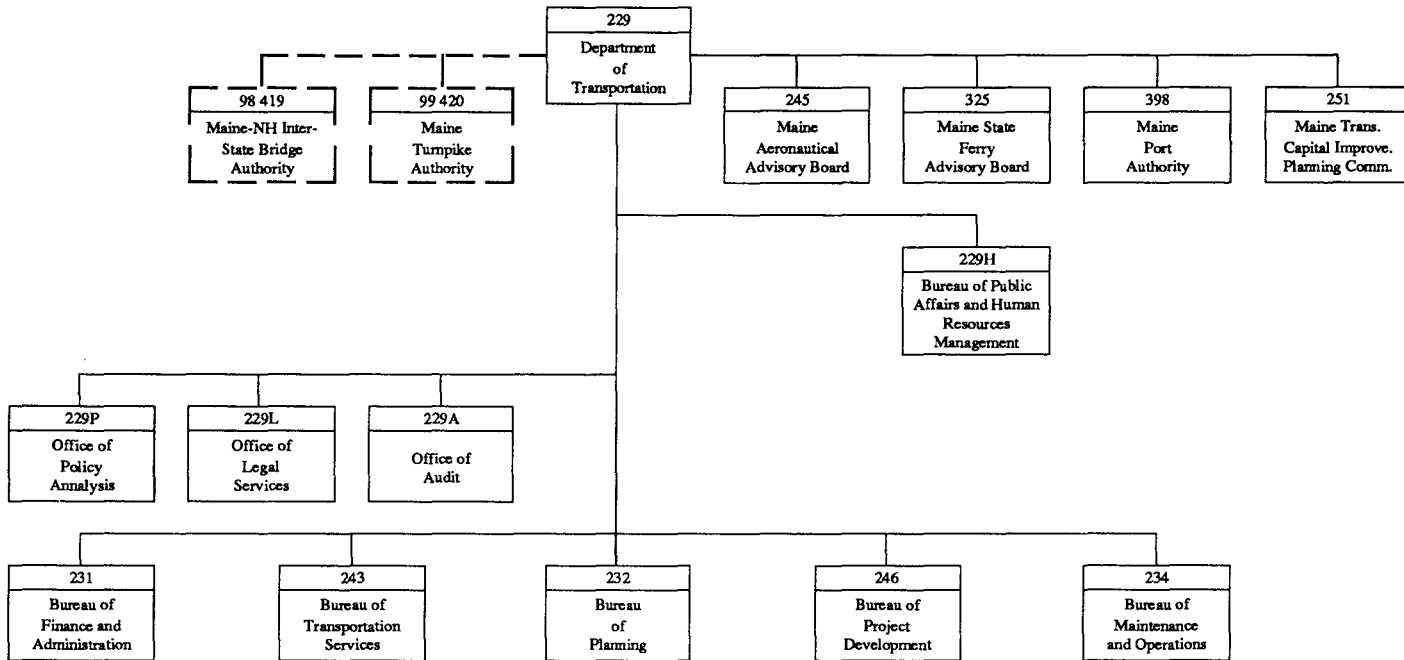
Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for, and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities, as required, to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics, and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation headed by a Commissioner appointed by the Governor. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of

ORGANIZATIONAL CHART DEPARTMENT OF TRANSPORTATION UMB 17

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Approved by the Bureau of the Budget

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CONSOLIDATED FINANCIAL CHART FOR FY90 DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	55,063,095	277,585	502,707	40,139,288	9,131,248	5,012,267
Health Benefits	6,038,260	16,316	31,263	4,389,357	700,943	900,381
Retirement	11,590,896	42,333	89,428	8,086,635	1,647,589	1,724,911
Other Fringe Benefits	529,648	3,160		454,290	7	72,191
Computer Services—State	77,645			77,645		
Other Contractual Service	35,200,715	992,955	202,474	11,536,764	4,039,262	18,429,260
Rents	26,989,897	6,037	178,480	26,241,122	142,475	421,783
Commodities	15,512,934	2,978	167,052	13,976,208	248,030	1,118,666
Grants—Subsidies—Pensions	32,023,964	747,753	70,000	22,964,489	3,847,312	4,394,410
Purchases of Land	4,044,347	323,000	2,805	2,519,391	1,199,151	
Buildings and Improvement	789,084	57,947	1,999	284,151	6,298	438,689
Equipment	88,180,652	5,879,354	3,847,588	27,235,765	42,680,458	8,537,487
Interest—Debt Retirement	18,734,899	5,703	3	18,398,218	397	330,578
Transfers to Other Funds	5,073,399	1,774,700	22,913	2,618,746	-11,506	668,546
TOTAL EXPENDITURES	299,849,435	10,129,821	5,116,712	178,922,069	63,631,664	42,049,169

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Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organizational chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1990: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF FINANCE AND ADMINISTRATION

ROBERT F. SCOTT, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2641

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 231; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 202.5

Legislative Count: 201

Organizational Units:

Financial Management Division

Computer Services Division

Systems & Support Services Division

Financial Analysis Division

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Financial Analysis.

PROGRAM: The Bureau continued to review and make improvements in the Fiscal Management, Budget, and Work Program areas during FY 1990. The work on the Maine Financial and Administrative Statewide Information System (MFASIS) for both Payroll and Accounting was implemented in

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accordance with established timetable. New procedures have been developed for Accounting and Payroll objectives.

The Computer Services Division and the Motor Transport Division completed testing and installed Automated Fuel Control, Fleet Management and Inventory Control Systems. Production use of the systems, statewide, was begun during 1st quarter FY 91.

Computer acquisition and usage continued to increase. Personal computers now number close to 200 units throughout the Agency. Use of the IBM AS/400 more than doubled in FY 90 and the system was substantially upgraded to increase performance and storage capabilities. Installation of mini-computers in all Division Offices was completed in FY 90.

Implementation of the Computer Aided Design, Drafting, Mapping and Geographic Information System has proceeded on schedule. Eighteen users, including four support personnel, have been trained. Nine computer workstations and associated equipment have been installed. The customization of the design and drafting standards to meet MDOT's needs has been 75% completed. Two pilot projects have been selected to test the system and refine procedures. These pilot projects should be completed and production use start by January 1991. MDOT has entered into a joint contract with Conservation and other state agencies for the acquisition of digital base map data to be used in the mapping and GIS functions.

All three production modules of the Bids Analysis Management System (BAMS) were delivered during FY 90. These include the Preliminary Estimate System (PES), Letting and Award System (LES) and the Contract Administration System (CAS). These systems are scheduled for implementation during the 2nd half of FY 91.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION (Transportation)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,342,345		304,564	4,216,942	820,839	
Health Benefits	428,763		13,943	343,122	71,698	
Retirement	1,047,478		53,390	835,236	158,852	
Other Fringe Benefits	31,151			31,151		
Other Contractual Service	1,566,177		46,356	1,052,871	466,950	
Rents	1,048,887		68,810	977,810	2,267	
Commodities	453,130		81,097	367,566	4,467	
Grants—Subsidies—Pensions	53,451			53,451		
Purchases of Land	4,549		2,805	1,744		
Buildings and Improvement	46,660			46,660		
Equipment	453,691		-14,605	409,437	58,859	
Interest—Debt Retirement	162		3	159		
Transfers to Other Funds	1,065,229		18,864	1,046,365		
TOTAL EXPENDITURES	11,541,673		575,227	9,382,514	1,583,932	

MAINE AERONAUTICAL ADVISORY BOARD

MALCOLM FOLSOM, CHAIRMAN

RONALD L. ROY, Director, Air Transportation Division

Central Office: Transportation Bldg., Augusta

Telephone: 289-3185

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: March 27, 1978

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 245; Citation: 6 M.R.S.A., Sect. 302

Average Count—All Positions: 5

Legislative Count: 0

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PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and improving the State's role in State-wide aviation matters.

The Board is currently reviewing issues of statewide significance and will make recommendations on potential legislation.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

MAINE STATE FERRY ADVISORY BOARD

EMILY LANE, CHAIRPERSON, VINALHAVEN

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER—DOT

Central Office: Transportation Bldg., Augusta

Telephone: 289-2841

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1975

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 325; Citation: 23 M.R.S.A., Sect. 4301

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: The major topics of discussion during the year were the new vessel for Swans Island, increased demand for service, tariff changes, and the impact of new year round construction on the Ferry Service.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration, Department of Transportation.

BUREAU OF PUBLIC AFFAIRS AND HUMAN RESOURCES MANAGEMENT

JANE L. LINCOLN, DEPUTY TO COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2551

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1989

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229H; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 32

Legislative Count: 0

Organizational Units:

Office of Personnel and Training

Office of Employee Relations

Office of Equal Opportunity

Office of Special Projects

Office of Public Affairs and Mapping

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, the internal and external human resources, public affairs, programs and policies in the areas of affirmative action, equal opportunity, labor relations, personnel and training, and special projects.

ORGANIZATION: The unit was administratively established in 1989 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM:

Office of Employee Relations and Equal Opportunity. These two offices were combined to provide increased efficiency in related areas. Labor Relations activities involve representation of the Department at all levels of the appeals process utilizing contracts statewide, investigating and recommending a course of action in grievance resolution at all lower levels of the grievance procedure, and representing the Commissioner at Department-head level procedures and also at the Bureau of Employee Relations. The Office works in conjunction with the legal staff in preparing and presenting grievances at arbitration. Labor Relations staff performs systematic visitations to all division offices, crew headquarters and other department facilities, as well as many job sites, to provide employees and management a professional resource for addressing labor/management issues. Staff also provides instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigates, recommends, and participates in disciplinary hearings; makes recommendations in the areas of Labor Relations relative to proposed policy development or change; conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels and participates at the bargaining table for each set of contract negotiations; develops and implements MDOT programs for internal equal employment opportunity, affirmative action and Title VI, Section 504, external programs for Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training; and strives to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis has resulted in increased awareness by, and certification and participation of, firms owned and controlled by minorities and women in Federal-aid contracts with MDOT, and pre-entry training of women and minorities into the construction industry.

Office of Personnel and Training, Health and Safety. This office provides the traditional administrative functions of recordkeeping and processing of personnel transactions as well as Staff Development and Training and Health, Safety and Industrial Accident Prevention and Administration necessary for a labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs, ensuring proper selection and placement, and development of a variety of supervisory, career development, orientation and personnel safety training programs and policies.

By combining the Direct Hire approach with offers of higher entry pay steps the Department enjoyed success in recruiting and hiring nine Assistant Engineers from the spring of 1990 graduating class. Despite difficulty with direct recruiting at the Engineering Technician I level, our technician ranks continue to be supplemented by promptation of candidates who receive training and experience at the Engineering Aide level. In addition to the standard, primarily competitive personnel system used in most state agencies, the Department's highway crew personnel system has several unique features due to

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seasonal functions, geographic dispersal and the need for alternate equipment operators upon short notice. The personnel staff has completed the transition to the MFASIS system for the non-crew system with relative ease. Further consideration of adapting MFASIS for the crew system has been suspended due to limited funding.

Six full-time and two volunteers continue to manage safety programs in the Maintenance Divisions and in Motor Transport Service/Traffic Service. These Division Safety Coordinators are providing input to revise Safety Policies with additional comment from Project Development Staff. Much of that effort has been delayed due to the retirement of our Safety Program Director and the need for remaining staff to concentrate principally on administration of Workers Compensation.

Following the successes of our "Supervisory Skills" and "Transition to Supervision" pilots, both programs have been instituted as regularly scheduled supervisory development events in our two largest Bureaus.

We are continually presenting workshops based on the Myers-Briggs Type Indicator, a program on understanding personality differences. We conduct the program in groups of 20 to 35 participants, making it available to as many employees as possible.

We are currently negotiating with the Bureau of Human Resources to establish an in-house Orientation Program for New Employees. The target for implementation is Fall 1990.

A cadre of 50 volunteer trainers, all MDOT employees, annually presents First Aid and CPR Training, the Defensive Driving Course and Traffic Control training to employees statewide.

Office of Public Affairs and Mapping. The Office is responsible for creating, conducting and evaluating external and internal public information programs. Typical efforts included preparation and distribution of news releases, pamphlets, booklets and other printed material; authorship of speeches and presentations; publication of an employee newsletter; editing of material prepared by other Bureaus/Divisions/Offices; support services for various special events; and, other special projects as assigned. In addition, the Office created and distributed general and specialized maps for Departmental use and distribution to the general public. Major mapping efforts include: County Inventory Maps showing transportation features by MDOT designation, County Culture Maps showing general pavement condition and man-made features, and Urban Maps showing large-scale details within urban areas of Maine. Other specialized maps were created as needed to meet Departmental needs. The Office also provided graphic arts support for all MDOT Bureaus, Offices and Divisions.

Office of Special Projects. This office was created with primary emphasis in the field of legislative liaison. Many legislative documents, both internal and external, impact the many and varied functions of this Department. All bills must be reviewed to determine impact, and then coordination effected with legislators or other departments so that they understand our interest and concerns relative to specific legislation. When MDOT sponsored bills are before the legislature, testimony must be prepared for sponsoring legislators and departmental officials who will be supporting the measure. Bills must be continuously tracked through the entire legislative process.

This office researches and provides answers to the many inquiries received from legislators and citizens throughout the state. This action requires considerable coordination with other departmental offices, and many times with other state agencies in order to insure that correct, timely and complete replies are made to the questions posed.

The Office of Special Projects develops, evaluates and presents alternative approaches and strategies for departmental policies, procedures, goals, objectives and legislative initiatives, and represents the department in support of these issues.

PUBLICATIONS:

- D/WBE Program (annual), free
- D/WBE Directory (updated monthly), free
- OJT Program (annual), free
- D/WBE Certification Guide (annual), free
- Contractor and Subcontractor Equal Employment Opportunity Handbook, (annual), free
- County Maps (Large Scale \$1.00, Small Scale \$.15)
- Urban Maps (\$.75)
- Minor Civil Division Maps: (Large Scale \$1.00, Medium Scale \$.15, Small Scale—Free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

TRANSPORTATION

OFFICE OF AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2902

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229A; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7

Legislative Count: 0

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal and State laws and regulations.

ORGANIZATION: The Office of Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were conducted to provide financial and compliance audit coverage of applicable programs. To comply with the Single Audit Act of 1984 enacted by Congress, the audit for the fiscal year ended June 30, 1989, was conducted jointly with the Department of Audit.

External audits provided support to management and program staff over the administration of contracts with consultants, railroads, utilities, public transportation agencies and political subdivisions.

The Office represents the Department through appointment to the advisory committee assisting the Commissioner of Finance in implementing and administering the Maine Uniform Accounting and Auditing Practices for Community Agencies which were adopted to regulate applicable grant processes as provided under the provisions of 5 MRSA, Chapter 148-B, as amended.

FINANCES, FISCAL YEAR 1990: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta

Telephone: 289-2681

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 229L; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 20

Legislative Count: 0

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

TRANSPORTATION

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 267 State Claims Commission referrals; 74 were presented for hearing and 78 were settled. The Office also completed and updated for the Department 4,872 title abstracts. Twenty-five projects were prepared for the Attorney General's Office; Land for Maine's Future (Bureau of Planning); Inland, Fisheries and Wildlife; Bureau of Public Lands and Parks and Recreation. \$87,392 of outstanding accounts receivable are currently being handled by the Office. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1990: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

BUREAU OF MAINTENANCE AND OPERATIONS

JOHN E. DORITY, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2661

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 234; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 1,500

Legislative Count: 171

Organizational Units:

Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division
Engineering & Management Division

Motor Transport Service
Radio Operations Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,602 lane miles of State and State-aid highways; the winter maintenance of 8,093 lane miles of State highways; the maintenance of 2,761 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the management of the Department's communication system; and the maintenance of safety rest areas and roadside picnic areas.

ORGANIZATION: The Bureau's organization has undergone two changes in the last year, consisting of first the combining the duties of the State Aid Construction section, and certain management duties, under a new division of Engineering and Management Services, and second the loss of the Permit Section which became a part of the Secretary of State's Department, Motor Vehicle Division on July 1, 1989.

PROGRAM:

Highway Maintenance Division

Winter Maintenance: The advisory speed reduction radio activated signs that were installed between Brunswick and Portland proved so successful that eight (8) more were installed in the Bangor area this year, six of them were on I-95 with the remaining two on I-395. Twenty-four more have been planned for the coming year as well as upgrading of the six original signs.

This year thirteen (13) sand buildings were completed in different parts of the State. This now makes a total of twenty five sand piles that are covered, or about 20% of the program. Twenty-three of these buildings are of the dome roof design, one is a pole barn design and the other is a standard stick built design. The entire program was postponed for a year by legislation allowing some catch up time in the actual construction and future funding effort.

TRANSPORTATION

Motor Transport is continuing to replace patrol trucks and wheelers in the fleet. The latest figure is 102 patrol trucks and 13 wheelers. The patrol trucks are equipped with front dump bodies thus eliminating the old tailgate sanders and hopefully numerous claims for broken windshields. Forty of these will also be equipped with back body scrapers. There is a recent new piece of equipment which can be installed on front dump trucks and is used to scrape hard pack or slush off plow routes. All the plows for these new trucks are equipped with trip cutting edges and full trip wings. This type of equipment will greatly reduce the damage done when hitting obstructions such as manhole covers, bridge expansion joints, and soft shoulders.

Our hopper sanders as well as the older tailgate sanders have always been stored outside on hand made stanchions. These must all now be field tested to meet Bureau of Labor requirements. These stanchions have been classified as crane systems.

Summer Maintenance: We are also receiving much needed new equipment that will help in our summer maintenance activities, such as 32 new graders. There is a problem associated with these, however, as the new graders cannot accommodate the old hydraulic shoulder boxes that we are now using. For the remainder of the summer we are retaining one of the older graders in each division to operate the shoulder box. We are also buying two Leeboy maintainers which we are hopeful will be a replacement for the old boxes as well as assume numerous other duties. They are capable of grinding pavement as well as paving narrow widths such as shoulders and pavement ruts. Another welcome addition to the fleet has been the 3/4 ton pickups. Our foremen are turning in vehicles with two or three hundred thousand miles on them for these new vehicles.

A problem we are experiencing now and one we have no immediate solution for is highway litter. As towns become more restrictive in their dumping policies our roadsides are gathering such things as old tires and white goods. We not only have to expand manpower to pick them up, but also have to pay to have it hauled and placed into a certified landfill. Littering and unauthorized dumping laws were strengthened in this last legislative session but we must wait and see if this will be a real deterrent. The disposal of old culverts removed as part of our maintenance operations has become a problem, with dwindling disposal options available for our consideration.

One of the most important duties we in maintenance have to perform is drainage and it is becoming one of the more complex activities we perform. The protection of wetlands has become a major consideration, and the cost necessary to provide that protection. Large quantities of silt fence, baled hay, and filter fabric plus the necessary training to use these items properly, has added significantly to the cost of our drainage work.

An item that continues to be a popular activity is the hot maintenance mulch program. Highway maintenance expended \$4,314,185 last year in placing 259,799 tons over 542 miles of roadway.

Safety Rest Areas. The newest addition to our rest area program is Hampden, both northbound and southbound. We had hoped to staff these originally with organizations such as Belfast or Goodwill Industries but with the cutback on hiring, potential layoffs statewide and the Governor's Incentive Program it was decided to man these with our own employees. The Yarmouth Information Center has recently been refurbished with the help of a consultant. The building now appears to be properly insulated and the heating system is much improved. This summer another construction project will add picnic tables to the area. The Kittery Information Center has received an interior paint job and a newly installed roof which also increased the insulation qualities. Other smaller improvements have also been made at the Houlton and Calais centers.

Vandalism and the use of these areas as hangouts by undesirables continue to be a problem to the overall program. One of our problem areas, in Kennebunk, was being considered for closing, but the town has taken over its operations, and hopefully the area will be revitalized.

Radio Operations Section. A radio link between the Fairfield Division Office and the Bolton Hill radio complex has been made operational. It improves communication from the Randolph-Gardiner area to the Fairfield Division Office. A repeater link establishing communications between the Dixfield Division Office and the western part of the State is now completed and fully operational. Forty new mobile radios have been installed, replacing old tube type radios. The Radio Section has continued to improve on the design of the automated Interstate speed reduction sign system. During the summer of 1990, the system will be expanded to include I-95 between Augusta and Bangor. The Augusta Dispatch Center will be equipped with a status display and control panel which will allow Augusta to activate any or all signs in the System. A Radio/Telephone interface has been installed and made operational, for off duty emergency communications. This first site is at Bolton Hill in Augusta. Four additional sites will be equipped during the summer. The four additional units will be located at Sugarloaf Mt., Ossipee Mt., Garland and Orland. Plans have begun on the expansion project at Bolton Hill to provide additional floor space. Equipment for the Ellsworth-Orland microwave project has been ordered, path studies completed

TRANSPORTATION

and replacement of the old equipment will begin in July 1990. The Radio Section will continue to update old tube type mobile radios in FY 91, with approximately 40 new mobile radios being ordered. The new UHF handhelds and mobile radios have been purchased and installed into the technicians service vehicles. This has considerably improved their ability to troubleshoot the radio system.

Bridge Maintenance Division. The Bridge Maintenance Division continued maintenance of 2,761 bridges and the inspection in accordance with the National Bridge Inspection Standards of approximately 3,800 bridges.

Bridge Maintenance included the removal of winter sand, bridge flushing, touch-up painting, steel and concrete repair, accident damage repair, underwater repair, and channel maintenance. Major deck rehabilitation and wearing surface replacement was also accomplished on 18 structures. Painting was completed on two major bridges; Waldo-Hancock Bridge between Prospect and Verona and South bridge between Lewiston and Auburn. Complete painting was accomplished on 20 other large structures. Maintenance of the ferry transfer bridges was continued for the Bureau of Transportation Services.

The wearing surface on High Street and Waldo Avenue Bridges in Belfast, and Pennamaquan Bridge in Pembroke were replaced as force account projects.

The MDOT dive team continued working on underwater inspection of bridges as required by the National Bridge Inspection Standards.

Traffic Engineering Division. The Traffic Engineering Division continues to maintain and install traffic control devices as well as design traffic control projects for street lighting, interstate sign, and traffic signal projects. In our maintenance of traffic control devices, the pavement marking program for this year has been changed to federal force account project where federal funds will be used to fund approximately 90% of the cost of our pavement marking program. Our program continues to place markings at railroad crossings, high accident locations, remove "and" apply centerline and edgeline markings on the Interstate system and approximately 6,000 miles of conventional highways.

Our Sign Shop fabricated approximately 20,000 signs that were erected or used in construction and maintenance areas throughout the State of Maine.

Our electrical crews installed 20 flashing beacons and 3 street light systems and continued to maintain over 250 flashing beacons and 75 street light locations.

Our section designed plans for 26 traffic signal projects, 7 major signs projects, and 7 street lighting projects, and provided 165 traffic control plans for the Bureau of Project Development.

Our Division Traffic Engineers continue to field review many speed zones, signing complaints, and other safety issues in the divisions as well as supervise the signing crews for installation of highway signs.

Permit Section. This section was moved from the Department of Transportation, to the Department of State, Motor Vehicle Division, effective July 1, 1989.

Motor Transport Service. Motor Transport Service has begun receiving delivery of 212 pieces of equipment in June of 1990 as a result of a 2nd legislatively approved financing package. Additionally, this package will include the purchase of 40 after body mechanical scrapers for the removal of packed snow and ice during winter maintenance operations. Motor Transport Service has also received and placed in service approximately 120 vehicles of 10,000 GVW or less as part of a long term experimental lease program. The vehicles replaced by the lease were all 1982 or older and generally had in excess of 150,000 miles each. Motor Transport Service was assigned the task of collection and disposal of the Bureau of Maintenance and Operations hazardous waste and as such has developed and implemented a plan of proper collection, storage and disposal of such products. Other waste products which result from normal automotive fleet use and operations are being recycled wherever and whenever possible.

ACT Computer Services has delivered and installed the inventory modules of the new computerized fleet management system. Hardware installation for this system is complete and full statewide implementation of the system is expected on July 2, 1990.

The renovations to improve air quality and safety within Motor Transport Service facilities are now complete. Motor Transport Service has also made a concerted effort over the past year to repair, rebuild and replace all Motor Transport Service facility crane systems to meet State and Federal OSHA Standards. These cranes have been load tested and rated.

Engineering and Management Division. (Former State Aid Division). Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981 and "new" units as necessary to complete projects under agreement prior to January 1, 1981, will be honored by the State as committed by towns to specific projects prior to November 1, 1981. Of the \$19.5 million committed November of 1981, approximately \$700,000 remain to be expended as of February 1990. Project work, as controlled under the old State Aid statutes and operating procedures will continue until committed funds are exhausted. There is no time limit on the expenditure of committed State Aid funds. This Division also administers the Collector Road Program, a capital improvement program which replaces the repealed State Aid Program.

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This Division is overseeing the start of a maintenance inventory program, which has been started in the Rockland Division, and will be placed in the other six Divisions later in the year. This inventory program will allow for the better management of the Bureau's resources by allowing the prioritizing of maintenance needs and activities.

LICENSES, PERMITS, ETC.:

Permit:

Road Opening
Driveway Entrance
Studded Tires

Certificate:

Fuel Oil exemption

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	31,680,810		198,143	29,236,186	311,769	1,934,712
Health Benefits	4,111,945		17,320	3,447,781	17,872	628,972
Retirement	6,995,935		36,038	5,755,508	54,967	1,149,422
Other Fringe Benefits	388,986			328,921		60,065
Computer Services—State	77,645			77,645		
Other Contractual Service	21,339,901		27,200	4,311,727	48,962	16,952,012
Rents	24,541,829		109,670	24,017,956	3,294	410,909
Commodities	12,271,033		79,232	11,064,960	104,663	1,022,178
Grants—Subsidies—Pensions	22,269,242	130,556	20,000	21,726,562		392,124
Purchases of Land	74,800			69,388	5,412	
Buildings and Improvement	673,691			235,002		438,689
Equipment	11,161,448		177,628	8,663,853	1,360,834	959,133
Interest—Debt Retirement	332,228			1,899		330,329
Transfers to Other Funds	1,578,901		1,599	980,833	-1,626	598,095
TOTAL EXPENDITURES	137,498,394	130,556	666,830	109,918,221	1,906,147	24,876,640

BUREAU OF PLANNING

PAUL J. MINOR, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-3131

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 232; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45

Legislative Count: 0

Organizational Units:

Systems Planning Division
Safety and Data Systems Division

Program Management Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

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Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning to meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau is spokesman for the State representing the Commissioner before national, regional, state and local agencies, and groups of organizations, as is deemed necessary, to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows;

Systems Planning. The Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, and Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary. In addition, the Systems Planning Division provides the Department of Environmental Protection with traffic engineering reviews in connection with the Site Location Law.

Program Management. This Division is responsible for the development of the MDOT biennial Transportation Investment Program and for Planning Bureau oversight of the implementation of programmed projects by the Bureau of Project Development. This function included the evaluation of candidate capital improvement projects for highways, bridges, rail-highway grade crossings and high accident locations; formulation of improvement strategies for candidate projects; establishing project priorities; financial analysis of funding needs and of available fund sources; and selection of projects allocating available resources to meet the goals of the biennial program. In addition, the Division completed the development of the 1992-93 biennium Transportation Investment Program and provided planning information to the Bureau of Project Development for implementation of the 1992-93 program.

Safety and Data Systems: This Division is responsible for the collection and compilation of data related to highways. Included are traffic volumes, vehicle classification, vehicle weights, speed monitoring, traffic accidents, and roadway inventory. In addition to providing information in the above areas in FY 90, the Division developed: the annual Highway Performance Monitoring System (HPMS) Report; the Highway Safety Improvement Program (HSIP) Report; the engineering portion of the Highway Safety Annual Work Program; and the annual certifications and reports for the 55-Speed Monitoring Program, and the Size and Weight Enforcement Program.

PUBLICATIONS: (Free)

- Transportation Investment Program
- Highway Safety Improvement Program

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are included with those of the Bureau of Finance and Administration, Department of Transportation.

OFFICE OF POLICY ANALYSIS

GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta

Telephone: 289-2827

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 6

Legislative Count: 0

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned. Later a permanent Planning & Research Associate was added. Appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Completed projects include a Highway Cost Allocation Study, a Railroad Bridge Study, a 100,000 Lb. General Commodity Permit Study, a 100,000 Lb. Special Commodity Vehicle Study, Truck Issues Study, with legislation, implementation of relevant portions of Local Bridge legislation, expansion of the ski access law applicability, and organizational conversion of the Maine-New Hampshire Interstate Bridge Authority. Current or planned work efforts include Bridge Management System Development, studies of motor fuel tax evasion and posted road policies, National Truck Uniformity Efforts, Truck Issues Activity and related legislation, National Highway Program Development and Financing, Coordination with the Maine Congressional Delegation, and highway user equity.

The Director of the Office of Policy Analysis serves as Chairperson of the New England Consortium Advisory Committee and assists the Maine Commissioner of Transportation who is the Chairperson of the Policy Committee.

Bridge Management System Development. A strategy and procedure to maximize bridge life and condition while minimizing use of resources in a manner somewhat analogous to Pavement Management. Background is being developed on the condition, age, and traffic on bridges, and long-term capital and maintenance costs are being developed. A significant part of that effort is related to the implementation of legislation resulting from the Local Bridge Study.

National Uniformity Efforts. Nationwide uniformity in the areas of truck registration, fuel tax payments, operating authority, permits, and vehicle dimensions is sought. The Office of Policy Analysis is actively implementing uniformity measures for the State.

Truck Issues Activity. Coordination of the activities of the National Governors' Association's Truck Advisory Committee, (NGA) Motor Carrier Uniformity Committee, the Maine Truck Issues Advisory Committee, the Experimental Vehicle Committee, and other efforts related to truck issues.

National Highway Program Development & Financing. The Office of Policy Analysis is actively engaged in assuring that National Reauthorization Development & Financing Legislation preserves the interest of the highway program at National, State, and local levels.

Highway User Equity. A study to update and refine cost responsibility and cost sharing among users of the highway system was recently completed. Possible legislation to move towards greater equity in the sharing of these responsibilities will be considered.

New England Consortium Advisory Committee. The Consortium, consisting of representatives of five New England States, including Maine, conducts research on transportation-related projects of regional significance. Studies have included such topics as Truck Permitting and Modern Methods of Bridge Deck Testing. The Advisory Committee reviews policy questions and makes recommendations to the Policy Committee, as well as prioritizing suggested projects and matching them with available funds.

Commodity Permit Vehicles Studies. Studies of both the 100,000 pound general commodity and 100,000 pound special commodity permit vehicle's cost impact on Maine highways were recently completed.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, February 1989

Laws for the Operation of Commercial Vehicles, Revised May 1990

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Maine Truck Size and Weights — Legislative History — March 1985

Report on Compliance with Vehicle Weight Laws, Jan. 1990

Local Bridges — Condition and Management Strategy — Feb. 1985

Final Report of the Truck Issues Advisory Committee, March 1986

Experimental Vehicle Program — Guidelines for Application, Office Review and Vehicle Testing
— 1989

Publications are available and free upon request.

FINANCES, FISCAL YEAR 1990: The expenditures of this Office are, by administrative decision, included in the financial display for the Bureau of Finance and Administration, Department of Transportation.

MAINE PORT AUTHORITY

DANA F. CONNORS, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 3

Telephone: 289-2551

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1951

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 398; Citation: 23 M.R.S.A., Sect. 4420

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At that time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under the Division of Ports & Marine Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

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BUREAU OF PROJECT DEVELOPMENT

RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT
AND CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2055

Established: 1972

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 246; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 689

Legislative Count: 642.5

Organizational Units:

Location and Survey
Right-of-Way
Construction

Design
Technical Services
Office of Chief Engineer
Environmental Services

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through to construction completion. Certain Divisions within the Bureau, primarily Location and Survey, Technical Services, and Right-of-Way, also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when the Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Survey, Design, Right-of-Way, Construction, and Technical Services. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

The Office of Chief Engineer, formerly the Project Management Division, shares office staff with the Director—Bureau of Project Development. This Office also includes the newly established Environmental Services Division.

PROGRAM: The Bureau of Project Development advanced 116 projects to the construction stage during the fiscal year. These projects had a contract value of approximately \$65.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects continues at a steady pace. However, Federal funds for these projects remain in very short supply. Passage of a Supplemental Capital Improvement Program added some \$35 million per year for major highway improvements. Some major improvement projects are also being developed using Maine Turnpike Authority funds to improve access to and from the Maine Turnpike. All of these capital program elements will combine to increase our production to the \$85-\$90 million level. Other programs and activities at the Division level are summarized as follows:

Location & Survey. This Division consists of four Engineering/Technical Units which directly support the Department's Transportation Investment Program and provide various services for the entire Department.

This Division provides project management for preliminary engineering and environmental services on major highway and bridge projects such as the Topsham-Brunswick Bypass Project, Augusta Third Bridge Project, Presque Isle Bypass Project, Portland to Gorham Project and other projects of similar magnitude. The Division has four Engineering/Technical Units. The Survey Group, consisting of 14 to 16 survey crews, routinely performs all project related preliminary, preconstruction and construction survey activities. These activities currently are of sufficient magnitude that agreements for consultant

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survey services have been entered into with nine (9) firms to provide up to nine (9) contract survey crews. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and, as necessary, determines alignments to be surveyed by the Survey Group. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an "as needed" basis. It also conducts special surveys such as those related to right-of-way monumentation control, noise and hydrographics; and performed required air and noise analyses. The Public Hearing Displays and Graphics Unit provides all public hearing displays and graphics as necessary for Departmental Investment Program projects. It also provides the necessary graphics for all reports, environmental or engineering, required by the Division. All units provide assistance in special environmental studies on an as needed basis.

Design. During the past year, the Design Division began to feel the added workload created by the increased fuel tax that funded the Supplemental Program for improvements to Corridors of Economic Significance. Much of this work has been contracted to consulting firms but many projects are being designed by the Department's staff. Contracts were awarded for construction of several major highway and bridge improvement projects, including: Warren-Thomaston, U.S. 1 Bridge; Woolwich, U.S. 1-Rte. 127 interchange; Presque Isle, U.S. 1; Rockport, Route 90; Brunswick, I-95; Alexander-Baileyville, Route 9; Bridgewater, U.S. 1; Clifton, Route 9; Wilton-Dixfield, U.S. 2. Design work was continued on the Million Dollar Bridge replacement project between Portland and South Portland, which will be the largest bridge project undertaken by the State.

Right-of-Way. This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 69 projects involving the appraisal and negotiations of 1291 parcels with a total appraised value of \$1,877,000.00. Other related activities include the preparation of State Claims Commission Hearings, Superior Court Cases.

Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel removed 2825 illegal and abandoned signs without compensation and issued 8268 Official Business Directional Sign Permits. Approximately 3000 permits accommodating utilities within the highway right-of-way were issued and over 2900 requests for information regarding highway rights-of-way were processed. Fourteen (14) parcels/pieces of excess Departmental real estate were sold for a total price in excess of \$900,000.00.

Environmental Services. This Division was created during the previous fiscal year. It has department-wide environmental responsibilities and authority. In order to better serve both the public's environmental and transportation interests, the Division has contracted with a consultant to develop an Environmental Coordination and Permitting System which should be implemented during the upcoming fiscal year.

The Division has three sections: (1) Environmental Studies and Permits; (2) Water Resources; and (3) Landscape and Mitigation. The Environmental Studies Unit provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, assesses impacts resulting from proposed projects, recommends project mitigation and protection measures, administers consultant environmental assessment and impact statement contracts, and provides technical environmental support for the department's programs and activities. During this fiscal year the Section successfully processed over 200 environmental documents for federally funded highway and bridge projects. The Environmental Permit Unit acquires State and Federal environmental permits for Transportation Improvement Program, Maintenance, and Transportation Services projects, cooperates with regulatory and natural resource agencies to protect resources, coordinates permit-related project mitigation and protection measures, administers consultant environmental permitting efforts, and has permit compliance responsibilities. The Unit manages multi-year database of over 500 projects and obtained over 150 environmental permits during fiscal year 1990.

The Water Resources Section supports both Transportation Investment and Maintenance Programs. The section is responsible for administering the well claims program, water quality monitoring programs, and for conducting water quality studies and research. The section is currently involved with siting sand-salt storage buildings and is overseeing a study to identify wells polluted by trapped seawater. During fiscal year 1989, the group obtained 598 samples for analysis, investigated 61 well claims, accomplished 45 preconstruction project reviews, drilled 13 wells, and otherwise compensated 24 property owners. The section is also responsible for special studies such as ongoing monitoring of the impacts from construction projects and salt storage facilities on surface and ground water. The section also acted as hydrogeological consultant to the State Aid Highway Program, the Maintenance Division, Legal Services, and the office of the Commissioner.

TRANSPORTATION

The Landscape and Mitigation Section designs and constructs mitigation projects; makes project loam and seed recommendations; develops erosion control methods; provides erosion/sedimentation expertise both in design and construction/maintenance phases; does drainage and facility site design; designs and inspects large landscape and mitigation projects; coordinates the Community Roadside and Wildflower Program with Garden Clubs; conducts plant establishment research; and has a major shared management role in the Bureau of Maintenance and Operation's weed and brush control program. The section has 3 major mitigation projects presently underway and is involved in a number of more minor mitigation activities.

Division personnel have attended technical environmental workshops, training sessions, and conferences during the past year to increase their expertise and to stay abreast of new technological advancements, research findings, and regulatory requirements. Division personnel have also conducted and participated in numerous environmental training and education activities for people both within and outside of the department with an emphasis during the past year upon erosion/sedimentation control, wetlands, and interpretation of project plans.

Technical Services. This Division consists of three major subdivisions: Research and Development, Geotechnical and Testing, plus the Maine Local Roads Center.

The Research and Development Subdivision is responsible for research concerning materials and methods used in the construction and maintenance of highways and bridges. In addition to formal research, it provides a wide variety of support services to the department such as concrete and bituminous mix designs, technical reviews, problem solving, specifications, design recommendations, new product evaluation, and pavement management activities. It also administers a continuing program to evaluate experimental products that are incorporated in construction projects. Research and Development is subdivided into three Sections: the Roadway Section, the Structures Section, and Pavement Management Section.

Contracts were entered into with the University of Maine for the following Research Projects: Simplified Design of Rigid Frame Reinforced Concrete Skewed Slab, Use of Tire Chips as Lightweight and Conventional Embankment Fill, Develop Seismic Design Criteria for Bridges, Evaluation of Wearing Surfaces on Bridges, and Development of Guidelines to Handle Lateral Skews.

The Geotechnical Subdivision conducted or reviewed subsurface investigations for all projects that the Design Division required soils information. Soils reports, materials inventories, drainage studies, and engineering soils maps were prepared or reviewed to aid the engineers and contractors in the design and construction of highway and bridge projects.

The Testing Subdivision is responsible for providing testing services for all materials that are used by the Department for constructing and maintaining highway and bridge projects.

The Field Quality Control Section performs tests on materials in the field, primarily during the construction phase of projects. During the past year a total of 150 projects required the services of this Section. There were 37 bituminous and 34 concrete plants inspected and certified to provide materials for the construction of MDOT projects. Thirty personnel completed a total of 25,000 tests to determine the acceptability of materials for use in construction projects.

The Central Laboratory Section is responsible for also providing testing services primarily for materials that are normally not tested in the field. The laboratory performs both Chemical and Physical tests for soils, aggregate, bituminous, cement, concrete, and other miscellaneous highway and bridge materials. The proficiency of testing is regularly inspected by independent national agencies to assure high quality testing.

The Maine Local Roads Center provides training, technical assistance, and information to those municipal people who are responsible for constructing, maintaining, and managing local roads and bridges in Maine. Administered by the Maine Department of Transportation in cooperation with the University of Maine, the Maine Local Roads Center is one of more than 40 Technology Transfer Centers established by the Rural Technical Assistance Program and the Federal Highway Administration. The Center receives guidance and program direction from an Advisory Committee representing all levels of Maine government—from town road commissioners and town managers to MDOT and University of Maine representatives.

The Center maintains a statewide mailing list that primarily includes local road commissioners, town managers, selectmen, public works directors, councilmen and highway foremen. The Center conducted the following major functions in the past year:

- distributed four quarterly newsletters;
- developed and conducted two major workshops—"Hands-on Motor Grader Operator Training Program" and "Snow and Ice Control on Local Roads." These workshops were offered at several different locations geographically distributed throughout the State.

TRANSPORTATION

- distributed 787 publications and 393 videos to town officials.
- responded to 212 inquiries providing technical information.

Construction. During Fiscal Year 1990, the Construction Division, through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for ninety-seven contracts amounting to an estimated \$66,100,000.00 as follows:

- 28 Complete Highway Construction Contracts Including Bridges
- 18 Highway Paving Contracts
 - 2 Highway Paving and Widening Contracts
 - 1 Highway Paving and Signal Modifications Contract
 - 1 Highway Paving, Signing and Lighting Contract
- 3 Intersection Improvements Contracts
- 24 Bridge Replacement including Approaches Contracts
 - 4 Bridge Deck Replacement Contracts
 - 6 Bridge Rehabilitation Contracts
 - 2 Bridge Deck Wearing Surface Replacement Contracts
 - 1 Bridge Painting Contract
 - 1 Pile Load Testing Contract
- 5 Traffic Signals Contracts
- 1 Pavement Recycling and Bridge Widen Contract

LICENSES, PERMITS, ETC.:

Permit:

- Outdoor Advertising
- Utility Location

PUBLICATIONS:

- Evaluation of a Hand Held Microcomputer as a Data Collection Device
- Materials Characterization for Development of an Overlay Design Procedure
- A Review and Experimentation of Gravel Stabilization Methods
- Benchmark for the Maine Department of Transportation's A588 Weathering Steel
- Evaluate of Sensitivity of the New AASHTO Pavement Design Procedures
- *Snow and Ice Control on Local Roads
- *Basics of Paving Contracts and Inspection Techniques for Municipal Officials
- *Minimizing Tort Liability for Local Governments in Maine
- *Roadway Fundamentals for Municipal Officials
- *Permits, Payments, Postings, and Procedures—the DOT and You

*Each of these publications are available to municipal personnel for \$5.00 each, all other publications are provided free.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL					
	FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,273,812			6,686,160	7,841,620	1,746,032
Health Benefits	1,335,603			598,454	597,467	139,682
Retirement	3,212,531			1,495,891	1,402,354	314,286
Other Fringe Benefits	94,225			94,218	7	
Other Contractual Service	10,263,385	450,000		6,233,147	3,280,238	300,000
Rents	1,381,642			1,245,356	136,286	
Commodities	2,680,355			2,543,682	136,673	
Grants—Subsidies—Pensions	2,749,856			615,211	2,134,645	
Purchases of Land	3,599,164			2,448,259	1,150,905	
Buildings and Improvement	2,489			2,489		
Equipment	72,418,566	3,619,805	3,415,052	18,162,475	40,221,234	7,000,000
Interest—Debt Retirement	18,396,557			18,396,160	397	
Transfers to Other Funds	572,932			593,064	-20,132	
TOTAL EXPENDITURES	132,981,117	4,069,805	3,415,052	59,114,566	56,881,694	9,500,000

BUREAU OF TRANSPORTATION SERVICES

RUSSELL W. SPINNEY, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta

Telephone: 289-2841

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: June 25, 1981

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 243; Citation: 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 86.5

Legislative Count: 10

PURPOSE: The Bureau of Transportation Services was established to plan and develop adequate, safe and efficient integrated public transportation facilities and services which contribute to the economic growth of the State of Maine and the well being of its people, with particular emphasis to low income, elderly, and handicapped individuals. The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. The Bureau promotes the advancement of aviation interests, airport development, administers the operation and maintenance of the Augusta State Airport and marine infrastructure projects such as dredging.

The Bureau undertakes and directs planning studies in regard to the development and improvement of cargo handling facilities at Maine Ports, the development of the Fish Pier Construction Program, and the State Ferry Service. The Bureau also undertakes a continuing analysis of the Maine Port traffic, pier and wharf construction, and cruise ship activities. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for ports and the ferry service and administers the operation and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau reviews, in cooperation with the Department of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau administers the Local Rail Service Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned and the Railroad/Highway Grade Crossing Improvement Program of the Federal Highway Administration. An approved state rail plan is required to maintain eligibility, and periodic updates are required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law. The Bureau manages leased, abandoned railroad rights of way and state-owned rail lines.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation, which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: The Bureau of Transportation Services includes the Divisions of Air Transportation, Rail Transportation, Ports and Marine Transportation, and Highway Mass Transportation. The programs and activities of the several divisions are as follows.

PROGRAM:

Air Transportation Division. During this fiscal year, programs continued in fulfilling the objectives of Bond Issues for Capital Improvements to airports. Combined Federal, State and local funds allowed for a total program of \$7.08 million. An additional \$246,964.50 was allocated from state and local funds for the engineering and design of future airport needs. The Air Transportation Division participated in the investigation of 6 aircraft accidents and oversaw the searches for 2 missing aircraft. Thirty-five (35) sponsors of publicly-owned airports were reimbursed \$171,466 for a portion of their snow removal costs. The Division registered 1,246 aircraft and 74 airports, and collected \$91,905.70, in excise taxes. The Maine Department of Transportation continued its contractual agreement with the

TRANSPORTATION

FAA for the inspection of airports and for the updating of the Airport Master Records, and entered into a contract to provide weather observations for the State Airport. The Augusta State Airport met the needs of the flying public by providing service from two commuter airlines. Total passenger enplanements and deplanements were approximately 18,000. The Executive Aircraft continued to be used frequently, logging more than 357 hours in support of State officials.

Highway Mass Transportation Division. During fiscal year 1990, the Division continued to provide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located throughout the State. During fiscal year 1990, the Division contracted with 20 different transportation providers. State funds consisted of \$400,000 provided from the General Fund and was primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of three separate grants totalling approximately \$2,162,468. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. Major rehabilitation was performed on several of the vessels of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Board and the Maine State Ferry Service Tariff was updated. A major rehabilitation of the Lincolnville and Islesboro ferry terminals was completed. During fiscal year 1990, the Ferry Service transported 132,992 vehicles and 245,979 passengers between the three mainland and six island terminals. Two new Curtis class ferry vessels were designed during the year and will be constructed in 1991-92.

During the fiscal year, the Division worked with the City of Portland to operate the Portland Fish Pier Authority. The Division oversaw a \$4.2M rehabilitation of the International Marine Terminal in Portland and undertook design of new ferry terminals at Peaks Island and Great Diamond Island in Casco Bay. Finally, the Division, worked with the Eastport Port Authority to conduct a feasibility study of port expansion. The Division also performed a Planning Study of Maine Coastal Port and Harbor Needs. In addition the Division addresses market development and marine infrastructure inquiries and issues from industry, public agencies, and the public.

Rail Transportation Division. During fiscal year 1989, the Division efforts to restore rail service on the Brunswick to Rockland were rewarded with the executing of a Lease and Operating Agreement between the Department of Transportation and the Maine Coast Railroad Corporation. Following an extensive track system rehabilitation program, Maine Coast Railroad anticipates restoring rail service to this 52 mile State owned branch line by later summer 1990. The Division will now concentrate its efforts in securing a short line rail operator which will restore rail to all or a portion of the 127 mile State owned branch line between Brewer and Calais.

LICENSES, PERMITS, ETC.:

Permit:

- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:

- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

PUBLICATIONS:

- Guidelines for the Development of Annual Operations Plan
- Public Transportation Management Plan
- Ferry Service Tariff — No Fee
- Maine Ports — Brochure — No Fee
- Railroad Transportation Policy and Plan—No Fee
- Ferry Service Schedule—No Fee
- Analysis and Action Strategy for Select Surface Passenger Transportation in Maine—No Fee

TRANSPORTATION

A Study of Casco Bay Ferry Services—No Fee
Planning Study of Maine Coastal Port and Harbor Needs—No Fee

FINANCES, FISCAL YEAR 1990: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,766,128	277,585			157,020	1,331,523
Health Benefits	161,949	16,316			13,906	131,727
Retirement	334,952	42,333			31,416	261,203
Other Fringe Benefits	15,286	3,160				12,126
Other Contractual Service	2,031,252	542,955	128,918	-60,981	243,112	1,177,248
Rents	17,539	6,037			628	10,874
Commodities	108,416	2,978	6,723		2,227	96,488
Grants—Subsidies—Pensions	6,951,415	617,197	50,000	569,265	1,712,667	4,002,286
Purchases of Land	365,834	323,000			42,834	
Buildings and Improvement	66,244	57,947	1,999		6,298	
Equipment	4,146,947	2,259,549	269,513		1,039,531	578,354
Interest—Debt Retirement	5,952	5,703				249
Transfers to Other Funds	1,856,337	1,774,700	2,450	-1,516	10,252	70,451
TOTAL EXPENDITURES	17,828,251	5,929,460	459,603	506,768	3,259,891	7,672,529

MAINE TRANSPORTATION CAPITAL IMPROVEMENT PLANNING COMMISSION

DANA F. CONNORS, COMMISSIONER

Central Office: Transportation Bldg., Augusta Floor: 3
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Telephone: 289-2551

Established: September 29, 1987

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; Umbrella: 17; Unit: 251; Citation: 23 M.R.S.A., Sect. 4501

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise, consult and assist the commissioner on activities of State Government relating to transportation capital improvement planning. The commission shall be solely advisory in nature. The commission shall not become involved in the preparation or any aspect of the implementation of the department's biennial transportation improvement program.

ORGANIZATION: The commission shall consist of no more than 17 members. Membership shall include one representative from each of the State's 8 designated planning and economic development regions who shall be appointed by the Governor and who shall serve as representatives of local government or regional planning agencies. In addition to these members, the Governor shall appoint one representative on the commission for each of the following areas: Air passenger or cargo service, rail service, truck service, surface passenger transportation, marine passenger service, marine cargo service and economic or community development. To the extent possible, the Governor shall consider representatives who are active members of established corridor committees. At least 2 members of the commission shall be current members of the joint standing committee of the Legislature having jurisdiction over transportation, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure.

TRANSPORTATION

PROGRAM: To assist the Department in the preparation of a transportation capital improvement plan that identifies long-range capital improvement needs for the State's highways and bridges, ferries and related facilities, cargo ports, airports, public buses and related facilities, and rail facilities. The capital improvement plan shall only address needs that are of a State-wide significance. The needs to be addressed shall exclude those items to be addressed in the Department's current biennial transportation improvement program. The capital improvement plan shall set forth goals, objectives, schedules, and a budget that provides a balanced State-wide response to the needs identified. The plan shall be updated every two years and serve as advocate for the public in promoting policies which address the long-term transportation capital improvement needs of the entire State.

Early in 1989, a consultant was hired by the Department to assist in the development of the first long-range multi-modal transportation capital improvement plan. With the consultant acting as a facilitator, the Commission met on several occasions in FY 90 with a work plan developed at the first meeting. At subsequent meetings, airports, air transportation, public bus transportation, railroads, marine ports, ferry service, highways, and bridges were discussed. Goals, objectives, issues, and strategies of the various modes have been brought together in a long range (year 2000) comprehensive multi-modal capital improvement plan finalized in May 1990.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333

Telephone: 289-2771

Established: 1820

Sunset Review Required by: June 30, 1990

Reference: Policy Area: 00; Umbrella: 28; Unit: 248; Citation: 5 M.R.S.A., Sect. 121

Average Count—All Positions: 18

Legislative Count: 18

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as provided by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program. The Treasurer also serves on the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine, Health and Higher Education Loan Authority Boards, Maine Court Facilities Authority, Maine Education Loan Authority and the Maine School Building Authority.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 3,000,000 State checks are distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately forty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

The basic unit of cash income management is the income statement. State agencies file over 40,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

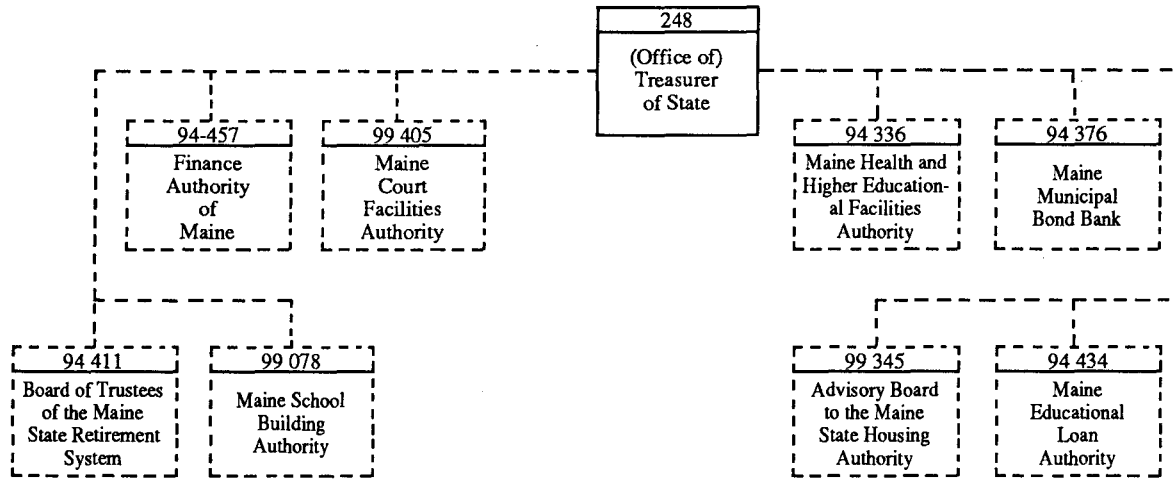
Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 125,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper, U.S. Government securities which mature in less than 24 months and prime banker acceptances and repurchase agreements with Maine banks.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and

**ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28**



Approved by the Bureau of the Budget

TREASURER

CONSOLIDATED FINANCIAL CHART FOR FY 90 TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	465,333	465,333				
Health Benefits	42,315	42,315				
Retirement	92,818	92,818				
Other Fringe Benefits	2,404	2,404				
Computer Services—State	32,239	32,149	90			
Other Contractual Service	210,679	209,327	1,352			
Commodities	26,436	26,436				
Grants—Subsidies—Pensions	60,837,509		60,837,509			
Equipment	1,459	1,459				
Interest—Debt Retirement	51,905,800	51,905,800				
Transfers to Other Funds	374		374			
TOTAL EXPENDITURES	113,617,366	52,778,041	60,839,325			

TREASURER

maturities of investments. The economic value of investments in Maine is considered in determining the level of such investments within the State. Each year over thirty million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, notes and bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly \$306,235,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. In 1984 Registered Bonds replaced Coupon Bonds. There is currently over \$200,000,000 of Registered Bonds outstanding.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Board of Trustees of the Maine State Retirement System, the Finance Authority of Maine, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, the Maine Court Facilities Authority, and the Maine Education Loan Authority.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 5.1% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor.

Abandoned Property. The Treasurer implemented an abandoned property division to protect the interests of the citizens of the State of Maine both as to local properties and out of state intangible properties which are reported to the Treasurer. The division has a supervisor, 3 examiners and an office staff of 3. In 1990 \$2,524,000 of abandoned property was reported to the Treasurer of which \$496,300 was paid to the owners by the State. An on-going effort is made to find the owners of remaining funds. The funds are custodial and the Treasurer will honor claims indefinitely.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

Abandoned Property Listing — Maine Citizens — no charge — on location State Treasury.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation,
Statehouse, Augusta, Maine *Telephone:* 289-2391
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 07; Umbrella: 92; Unit: 379; Citation: 23 M.R.S.A., Sect. 1904
Average Count—All Positions: 0 *Legislative Count:* 2

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the implementation of new sign systems and new means to provide tourist and traveler information along highways in the State of Maine.

ORGANIZATION: The Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: one representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation, in conjunction with the Advisory Council, has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1990: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

TURNPIKE AUTHORITY

MAINE TURNPIKE AUTHORITY

ROBERT K. PACIOS, CHAIRMAN

PAUL E. VIOLETTE, EXECUTIVE DIRECTOR

Central Office: 430 Riverside St., Portland

Telephone: 207-871-7771

Mail Address: 430 Riverside St., Portland, Maine 04103

Established: 1941

Sunset Review Required by: June 30, 1992

Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 M.R.S.A., Sect. 1963

Average Count—All Positions: 350

Legislative Count: 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor subject to confirmation by the Legislature. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls, and supplements selected D.O.T. programs for access roads to the Turnpike and along the corridor.

LICENSES, PERMITS, ETC.:

The Maine Turnpike Authority issues permits which authorize oversize loads and overlimit loads. The fee for the permits is \$10.00.

PUBLICATIONS: Maine Turnpike *Rules & Regulations* Governing the use of Turnpike.

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE SYSTEM

DAVID T. FLANAGAN, Chair
ROBERT L. WOODBURY, Chancellor

Central Office: 107 Maine Ave., Bangor
Augusta Office: 150 Capitol Street, Augusta
Mail Address: University of Maine System, 107 Maine Avenue, Bangor, Maine 04401

Telephone: 947-0336
623-2531

Established: 1865

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229

Average Count—All Positions: 4,531

Organizational Units:

Board of Trustees	University of Maine at Fort Kent (UMFK)
Office of the Chancellor	University of Maine at Machias (UMM)
System Wide Services	University of Maine (UM)
University of Maine at Augusta (UMA)	University of Southern Maine (USM)
University of Maine at Farmington (UMF)	University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)	

PURPOSE: The University of Maine System is the state university of Maine. It provides undergraduate, graduate, and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine System was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research, and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially, and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the nontraditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a Chancellor as chief administrative and academic officer and, on the nomination of the Chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine System in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single institution in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine. In 1986 the University of Maine was renamed the University of Maine System and the University of Maine at Orono's name was changed to University of Maine.

PROGRAM:

Instruction. The University of Maine System is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs

UNIVERSITY OF MAINE

include offerings in arts and sciences, agriculture, forestry, technology, business, education, life sciences, engineering, law and nursing.

Fall 1989 enrollment in all University programs totaled 33,676 and 3,961 persons were awarded degrees in 1988/89. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural, and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities, and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension and the Maine Public Broadcasting Network (MPBN). Cooperative Extension is a product of federal, state, and county governments and relates directly to the family, homemaker, and youth by providing educational and informational assistance to individuals, families, and communities. MPBN is licensed to the University of Maine System Board of Trustees to provide a statewide public network, both radio and television, for broadcasting of a predominantly educational, cultural, and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies, and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching, and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist the local economy. Much research and development has proved extremely productive and useful. The two major centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research. Responding to both community and individual requests, University research unquestionably has benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE SYSTEM FULL-TIME REGULAR EMPLOYEES MARCH 1990

BY EMPLOYEE CATEGORY

Faculty	1,395
Professional and Administrative	1,170
Classified	1,966
Total	4,531

BY SOURCE OF FUNDING

Educational and General	2,990
Auxiliary Enterprise	634
Restricted	907
Total	4,531

PUBLICATIONS:

- (1) *The Chancellor's Report*, University of Maine System (free)
- (2) *Chancellor's Newsletter*, University of Maine System (free)
- (3) *The Maine Book* (free)
- (4) *Financial Report*, University of Maine System (free)
- (5) *University of Maine System Admissions Guide* (free)
- (6) *Directory of Public Service Programs in the University of Maine System* (free)

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

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UNIVERSITY OF MAINE SYSTEM STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS FOR THE YEAR ENDED JUNE 30, 1990

Unrestricted	General	Designated	Restricted	Total
REVENUES:				
Educational and general —				
Tuition and fees	\$ 52,957,910	\$ —	\$ —	\$ 52,957,910
Governmental appropriations-state	137,589,400	—	2,182,485	139,771,885
Governmental appropriations-federal	49,298	—	3,630,417	3,679,715
Governmental grants and contracts-state	—	—	7,828,084	7,828,084
Governmental grants and contracts-federal	—	—	30,191,593	30,191,593
Private gifts, grants and contracts	—	293,209	10,057,609	10,350,818
Endowment income	330,990	342,760	1,033,637	1,707,387
Recovery of indirect costs	3,014,175	2,600	—	3,016,775
Sales and services of educational activities	5,567,245	4,458,276	292,259	10,317,780
Other sources	4,075,843	5,125,851	—	9,201,694
Total educational and general	\$203,584,861	\$10,222,696	\$55,216,084	269,023,641
Sales and services of auxiliary enterprises	43,498,881	—	—	43,498,881
Total revenues	\$247,083,742	\$10,222,696	\$55,216,084	\$312,522,522
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	\$ 85,327,563	\$ 4,060,101	\$ 2,120,893	\$ 91,508,557
Research	7,986,923	2,200,046	12,974,127	23,161,096
Public service	8,175,410	4,552,416	16,240,169	28,967,995
Academic support	26,336,386	137,981	2,933,563	29,407,930
Student services	19,575,448	435,771	446,636	20,457,855
Institutional support	23,540,414	865,255	84,382	24,490,051
Operation and maintenance of plant	22,139,625	1,021	27,243	22,167,889
Student aid	4,519,809	138,567	20,389,071	25,047,447
Mandatory transfers for loan funds	14,440	—	—	14,440
Total educational and general expenditures and mandatory transfers	\$197,616,018	\$12,391,158	\$55,216,084	\$265,223,260
Auxiliary Enterprises-				
Expenditures	\$ 40,320,952	\$ —	\$ —	\$ 40,320,952
Mandatory transfers for retirement of indebtedness	1,428,848	—	—	1,428,848
Total auxiliary enterprises	\$ 41,749,800	\$ —	\$ —	\$ 41,749,800
OTHER TRANSFERS:				
FOR OPERATIONS:				
Current funds-appropriated	\$ (153,158)	\$ —	—	\$ (153,158)
Current funds-designated	3,027,046	(2,168,462)	—	858,584
Current funds-restricted	217,207	—	—	217,207
Loan funds	155,923	—	—	155,923
Endowment funds	(65,054)	—	—	(65,054)
Plant funds-unexpended	2,603,129	—	—	2,603,129
Plant funds-retirement of indebtedness	1,810,080	—	—	1,810,711
Total transfers	\$ 7,595,173	\$ (2,168,462)	\$ —	\$ 5,426,711
Excess of revenues over expenditures and transfers	\$ 122,751	\$ —	\$ —	\$ 122,751

The accompanying notes and summary of significant accounting policies are integral parts of these financial statements.

UNIVERSITY OF MAINE

UNIVERSITY OF MAINE SYSTEM SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES JUNE 30, 1990

The University of Maine System ("the University") consists of seven campuses, the Maine Public Broadcasting Network and a central administrative office. All activities of the University are included in the accompanying financial statements. Not included are several independent organizations which operate for the benefit of the University, including the University of Maine Foundation (1935, P.&S.L., Chapter 10) (Note 8) and several other foundations and alumni associations. These organizations are non-profit entities controlled by separate Governing Boards whose goals are to support the University. They receive funds primarily through donations and contribute funds to the University for student scholarships and institutional support.

SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the University are prepared on the accrual basis of accounting except for interest on student loans, workers' compensation benefits (Note 10) and interest payable on debt, which are recorded when received or paid. These departures from the accrual basis of accounting do not have a material effect on the accompanying financial statements. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as (1) mandatory transfers in the case of required provisions for matching loan funds or provisions for debt amortization; (2) transfers of a non-mandatory nature; or (3) interfund borrowings, according to the terms of the various arrangements.

Fund Accounting

The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives specified. This is done in accordance with regulations, restrictions, or limitations imposed by donors or sponsoring agencies outside the University, or in accordance with directives issued by the Board of Trustees.

A fund is a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to ensure compliance with limitations and restrictions placed on the use of resources.

Current Funds

Current Appropriated Funds represent reserves established principally to meet obligations for employee benefit programs and auxiliary enterprises.

Current Designated Funds are unrestricted funds for which the Board of Trustees or administration stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may at any time redesignate the funds for another use.

Current Unappropriated Funds, derived from educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees or their designees to meet current expenditures for any purpose.

Current Restricted Funds, derived from appropriations, gifts or grants may be used only to meet current expenditures for the purposes specifically identified by the donors or by sponsoring agencies.

Loan Funds

Loan Funds, derived from Federal appropriations, gifts, grants and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or by sponsoring agencies.

Endowment Funds

Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the related investment income be used to meet current expenditures. Quasi-endowment Funds, established from time to time by the Board of Trustees, serve the same purposes as Endowment Funds, but both principal and income of Quasi-endowment Funds may be expended.

Plant Funds

Plant Funds, derived from appropriations, gifts, grants and University funds so designated by

UNIVERSITY OF MAINE

the Board of Trustees, may be used to meet expenditures for construction of additional facilities, major renovations, major equipment and retirement of indebtedness arising therefrom.

Restricted Gifts and Grants

The University records restricted gifts and grants at the time the services have been performed or funds have been received. When these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the statement of current fund revenues, expenditures and transfers.

Endowment Fund Investments

Endowment Fund investments and investment activity are recorded at market value as determined by the University's Investment Advisors. Fluctuations in market value are reflected in the financial statements as unrealized appreciation or depreciation on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool, except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro-rata share of the pool.

Investment in Plant

Plant assets are stated at cost when purchased or constructed at fair market value when acquired by gift. In accordance with the practice currently followed by colleges and universities, no provision for depreciation has been recorded in the accounts. The Financial Accounting Standards Board issued new standards during 1987 which will require the University to recognize depreciation effective for financial statements issued for fiscal years beginning after January 1, 1990.

Funds for Retirement of Indebtedness

The University is required to transfer a portion of the revenue received from housing, dining and other auxiliary enterprise activities to a debt service reserve, which is used to repay auxiliary enterprise indebtedness.

OTHER SIGNIFICANT ACCOUNTING POLICIES

The University has an incentive budgeting policy whereby campuses are awarded the net savings achieved during the year. The favorable variances of actual performance in relation to budget are awarded to the campuses to be used for high priority unfunded programs (80%) and for maintenance reserves (20%).

Other significant accounting policies are set forth in the accompanying notes to the financial statements.

BUREAU OF PUBLIC ADMINISTRATION

KHI V. THAI, DIRECTOR

Central Office: University of Maine, Orono

Telephone: 581-4136

Mail Address: Roger C. Greenhouses, Orono, Maine 04469

Established: 1965

Sunset Review Required by: June 30, 1999

Reference: Policy Area: 02; Umbrella: 78; Unit: 423; Citation: 1965 P&S Chap. 185

Average Count—All Positions: 5

Legislative Count: 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

UNIVERSITY OF MAINE

ORGANIZATION: Created in 1965 by the 102nd Maine Legislature, the Bureau of Public Administration is currently the Division of Research and Public Service at the University of Maine.

PROGRAM:

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions.

In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government as well as non-profit organizations. Two major types of management education programs are offered:

The Public Employee Development Program offers courses of usually one day in length and are open to all public employees in locations across the state;

On-Site Training Programs are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

In partnership with the State Bureau of Human Resources three Institutes are offered:

Maine Executive Institute (MEI) is a two-week program for Maine State executives;

Maine Management Institute (MMI) is a one-week program for middle managers in State Government;

Secretary/Administrative Support Institute (SASI) is a certificate program for State clerical and administrative support staff which consists of six one-day workshops.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Manager and Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Organizational Analysis; Goal Setting and Implementing Staff Development Plan.

As of July 1, 1990 the Bureau of Public Administration was merged with the Margaret Chase Smith Center for Public Safety Policy, University of Maine, Orono.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March 1978.

Charter Study Series. James J. Haag, et. al., 1970.

Working Paper Series.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. \$2.50.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine System. In addition to its fixed annual appropriated budget, the Bureau receives funds from grants/contracts.

BOARD OF TRUSTEES OF THE MAINE VETERANS' HOMES

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: Cony Road, RFD #2, Augusta

Telephone: 622-2454

Mail Address: Cony Road, RFD #2, Augusta, Maine 04330

Established: 1977

Sunset Review: Not Established

Reference: Policy Area: 06; Umbrella: 99; Unit: 397; Citation: 37B M.R.S.A., Sect. 603

PURPOSE: The Board of Trustees of the Maine Veterans' Homes was established to plan, build and manage a home for veterans, their spouses, widows, and widowers. In April 1986, the 112th Maine Legislature authorized the Trustees to plan and develop two additional State Veterans' Homes in southern Maine and Aroostook County. On January 8, 1990 a 40-bed nursing home attached to the Cary Medical Center in Caribou received its first patient. On June 23, 1990 a 120-bed nursing home on U.S. Route 1 in Scarborough was dedicated.

The 114th Maine Legislature continued the funding of the Demonstration Teaching Nursing Home program at the Maine Veterans' Homes with a \$100,000 appropriation for FY 89-90. The purpose of this Demonstration project is "to increase the number of health care providers with improved capabilities to deliver geriatric care to the State's elderly population."

The University of Maine's Interactive Television System was used as a medium for communication during FY 89-90 with poor success. Efforts were initiated to seek on-going funding sources for this Demonstration project.

ORGANIZATION: The Board of Trustees of the Maine Veterans' Homes was established in 1977 and consists of ten members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home has a 120-bed nursing home in Augusta, a 40-bed nursing home which opened January 6, 1990 in Caribou, and a 120-bed nursing home opening in Scarborough. All are Medicaid certified Intermediate Care Facilities. They accept for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care.

The Maine Veterans Home is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice medicine at the Maine-Dartmouth Family Practice Residency Program. It is also a clinical resource in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

The Maine Veterans Home has joined with the Maine-Dartmouth Family Practice Residency Program in conducting the educational programs authorized under AN ACT to Fund a Demonstration Teaching Nursing Home.

FINANCES, FISCAL YEAR 1990: There are no ongoing general fund appropriations for the Maine Veterans' Homes. Operational costs are covered by income from patients, the Medicaid Program and a Veterans Administration per diem of \$21.83 paid the Home on behalf of each eligible veteran.

BOARD OF VISITORS — MAINE CORRECTIONAL CENTER

ROBERT BOURQUE, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta

Telephone: 289-2711

Mail Address: Statchouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 449; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate Legislative Committees.

ORGANIZATION: A Chairman and four members are appointed by the Governor.

PROGRAM: During the year, members of the Board visited the facility as a committee and also individually. The Board is particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding and results of new legislation.

The Board of Visitors will continue to provide periodic review. As overcrowding problems ease, Board members will be interested in program improvements.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — BATH CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine
Mail Address: 103 South St., Bath, Maine 04530

Telephone: 443-4251

Established: September 2, 1983

Reference: Policy Area: 03; Umbrella: 92; Unit: 466; Citation: 34-B M.R.S.A., Sect. 6253 (6)

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors provides advice and direction to the director concerning the effective and efficient management of the home, in coordination with long-range missions and priorities of the bureau.

ORGANIZATION: The board consists of nine members: a representative from law enforcement or juvenile corrections, a representative from the Bath community, a Bath school official, a representative of an alcohol treatment center, a designee of a veterans' organization, a member appointed from the Department of Human Services (Division of Child and Family Services), and three citizens from outside the Bath area.

PROGRAM: During the past year the Board of Visitors has closely monitored the physical rehabilitation of the interior of the building, to better utilize space for the Group Home and Transitional Housing programs, and to create semi-independent apartments for use by the Transitional program. It encouraged the bureau in its successful effort to keep the Home opened during the extensive construction process; although new intakes were limited, no resident was discharged early as a result of the rehabilitation or conversion to the new program.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Bath Children's Home.

BOARD OF VISITORS — PINELAND CENTER

WILLIAM BOOTH, CHAIRPERSON

Central Office: State Office Bldg., Augusta: *Floor:* 4;
Mail Address: Statehouse Station, #40, Augusta, Maine 04333

Telephone: 289-4223

Established: April 8, 1983

Reference: *Policy Area:* 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34B M.R.S.A., Sect. 1403

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board Members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: In FY 90 the Board of Visitors at Pineland Center met regularly with a prepared agenda of items. The Board worked closely with the Superintendent in reviewing client and staffing levels. The members of the Board met with staff members to discuss programs and concerns. Some members of the Board met with the Consumer Advisory Board as well as Legislative Committees. The minutes of the Board and its activities were kept.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

BOARD OF VISITORS — STATE PRISON

DANIEL McGUIRL, CHAIRPERSON

Central Office: State Office Bldg., Room 400, Augusta

Telephone: 289-2711

Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; Umbrella: 92; Unit: 450; Citation: 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The purpose of the Board of Visitors is to visit the Maine State Prison and provide appropriate comment, advice, and recommendations on management to the Governor, Commissioner of Corrections, and appropriate legislative committees.

ORGANIZATION: A five-person Board is approved by the Governor for a term of one year and shall be eligible for reappointment. The current Board of Visitors was appointed in March, 1988, and will serve from March, 1988 to March, 1989. The members for the Board of Visitors, Maine State Prison, Thomaston were:

Daniel P. McGuirl, Chairperson

John F. Corcoran

Peter Jonitis

Lauretta Luke Rush

Chrispan Connery

PROGRAM: We classify our activities during the year as both an evaluation process and constructive suggestions and recommendations for the overall assistance and betterments of the existing physical plant at Maine State Prison, plus due and proper consideration for all staff personnel.

The Board of Visitors met 13 times during the fiscal year 1987-1988 at various locations to include the Maine State Prison, Central Maine Pre-Release Center, Augusta and the Bolduc Unit. The meetings at Maine State Prison were an inspection tour of all facilities, to include the cell blocks, kitchen and the industries buildings, also the Bolduc Unit. Meetings at all other locations were primarily to address other pertinent items of great importance to the overall operation and the future of Maine State Prison.

The Board is still vitally concerned with the effects that the legislative process has brought to bear on impeding the construction of the Maximum Security Prison to be constructed on State-owned land in Warren. The Board is still of the opinion and is unanimously convinced that the Maximum Prison should be a 500-bed facility, broken down as follows: 300 Maximum Security beds, 100 beds for classification and 100 beds for segregation.

We are still firmly convinced that the existing MSP facility should be rehabilitated and established as a 200-bed Medium Security Prison.

Time is of utmost importance. In addition to the failure to start construction, the delaying action is costing the citizens of this great State of Maine many dollars; as a matter of proven fact, in the millions of dollars.

The Board strongly recommends that a training officer be hired by the Department of Corrections and that he be authorized to establish various classes, courses and programs designed primarily for corrections personnel throughout the department. Further, that he be authorized to arrange for professional training personnel from the outside (i.e., Attorney General's Office, University of Maine, other out of state universities and/or any organizations specializing in corrections proper procedures and practices).

A special training program should be established for supervisory personnel.

With specific reference to medical training a certain amount of personnel on all shifts should be qualified in CPR. A program should be established and the requirements should be part of future hiring of personnel.

We realize that additional monies will have to be appropriated and specifically designated for the said training and each facility should be allocated a budget figure on an annual basis.

We strongly suggest that an attempt be made to contact the University system and request the possibility of establishing a two-year associate degree course geared to upgrading a correctional officer's education. The opportunity should be made available for all officers within the Department of

VISITORS—STATE PRISON

Corrections and when the officer completes the course, he is compensated in some manner for his accomplishment.

Actually, a separate credit program could be established for NIC and ACA courses. A variety of courses are readily available.

A very important area that requires immediate attention, and that is with respect to Caseworkers, Legislative action is necessary for a clear cut definition clarification. Licensed Social Workers, in many respects, is too broad a term. There will be space available in the very near future (upon completion of the Maine State Prison Recreational Buildings) and we wholeheartedly suggest that these areas (space) be reserved and designated for staff. An exercise room is one possibility. A family room type area could be established. There is the possibility of setting up two to three office-type conference rooms, where Social Workers, for example, could interview their clients on a one to one basis, without interruption or interference. The Substance Abuse personnel could really use this type of a facility.

With respect to the recruitment of guards, the basic item is money. The present weekly salary is inadequate to draw high caliber types of individuals from within our catchment area. Other incentives submitted for consideration would be—Bonus system for individual guard recruitment and establishment of a 120 accrued sick day policy. This would greatly reduce absenteeism and allow a guard to establish a rainy day fund.

We have strongly recommended a Public Relations man for the Department for the past two to three years, but to no avail. This position has become more important as time goes on. The individual could maintain a liaison with T.V. stations, for example, and establish recruitment ideas, plus activities and Show Room articles, a plan similar to the Department of Inland Fisheries and Game, which is most effective. Promote. Promote. Promote.

With specific reference to the various future projects required by the Department, we recommend that monies be requested for seed money to cover preliminary studies and surveys and, with this procedural approach to the project, all will be in a state of readiness as to the actual construction when the bond issue monies become available. This approach will save time and enable the State to obtain more for its dollar at the present going rate.

The Maine State Prison, because of its overcrowding and lack of preventive maintenance over a period of many years, operates, on many occasions, under a crisis management syndrome, over which the Warden and his staff have no control. It is amazing as to how exceptionally well they handle each and every individual situation. They are required to stretch their managerial skills and capabilities to the bitter end. They deserve both much credit and recognition for their outstanding command of the given situation.

The Industries section of Maine State Prison has a golden opportunity to gainfully employ many of the inmates and this phase of the Prison operation should and could be self-supportive. However, under the present operational conditions, due to antiquated equipment, it is unable to fully utilize its potential and/or capabilities. They could and should be competitive in the marketplace, plus, the various State institutions and other departments should be required to give the Prison Industries first consideration.

Morale—A very important factor in the overall effective and efficient operation of Maine State Prison and/or any facility in this nature.

There are many minus factors and plus signs are rare.

Example—Promotions within the guard forces, the slots or positions are few in number so, in many cases, this detracts from the individual's overall future possibilities.

Personnel are promoted to a higher level position and, through a bureaucratic snafu, the person responsible for the financial benefits to accompany the promotion failed to submit the necessary paperwork to the Bureau of the Budget on time and, for this individual's blatant blunder, the individual must be deprived of the monies rightfully and deservedly hers for the next several months. It is hard to understand why a person in this predicament does not have any recourse.

The Board of Visitors, Maine State Prison, is presently in the process of compiling a complete report covering all phases of our responsibility and the said report will be distributed to all committees and individuals as directed by Statute.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MAINE YOUTH CENTER

DR. PAUL DYMENT, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Telephone: 289-2711

Established: October 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 448; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees, as well as the Governor's Office.

ORGANIZATION: The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The Board of Visitors of the Maine Youth Center has conducted a series of monthly visits, meetings, and individual visits as part of its activities. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, improved systems of accessing funds for educational, clinical and medical services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee and adequate support to the administration of the Center, are among those addressed in the Board's written reports.

FINANCES, FISCAL YEAR 1990: This unit is not authorized to receive or expend funds.

BOARD OF TRUSTEES OF THE MAINE TECHNICAL COLLEGE SYSTEM

MICHAEL W. AUBE, CHAIRMAN

System Office: 323 State Street, Augusta, ME

Telephone: 289-1070

Mail Address: 323 State St., Sta. #131, Augusta, Maine 04333

Established: June 28, 1985

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 480; Citation: 20A M.R.S.A., Sect. 12702

PURPOSE: The Board of Trustees of the Maine Technical College System was established by P.L. 1985 Chapter 695 to be the policy-making authority of the system. To develop and adopt policies for the operation of the system; establish the administrative council; and approve programs and policies recommended by the executive director and the administrative council; to prepare and adopt a biennial, line-category, operating budget; to develop and adopt personnel policies and procedures.

ORGANIZATION: The Board of Trustees of the Maine Technical College System, as established by Chapter 695, P.L. 1985, consists of 12 members. Nine are from the fields of business, industry, labor, education and the general public, one from the State Board of Education and one from the Board of Trustees of the University of Maine System. The Commissioner of Education—Local Government Administration, the Commissioner of the Department of Economic and Community Development and the Commissioner of the Department of Labor serve *ex officio*.

PROGRAM: P.L. 1985 Chapter 695, "AN ACT to Establish the Maine Vocational-Technical Institute System" was signed into law on April 16, 1986. Chapter 695 set in motion the reorganization of the statewide network of vocational-technical institutes — up until then operated as subsidiaries of the Bureau of Vocational Education, under the governance of the State Board of Education — into the Maine Vocational-Technical Institute System, an autonomous postsecondary educational institution governed by an independent Board of Trustees of the Maine Vocational-Technical Institute System.

In 1989, the 114th Maine Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," which officially changed the name of the Maine Vocational-Technical Institute System to the Maine Technical College System, and clearly defined the System's role in postsecondary education.

The Maine Technical College System (MTCS) constitutes a "public instrumentality of the State" but not a "line" State agency, included in or attached to a cabinet department; its status vis-a-vis State government is similar to that of the Maine Maritime Academy or the University of Maine System. P.L. 1985, Chapter 695 defines the basic mission of the Maine Technical College System in the following terms: "To provide associate degree, diploma, and certificate programs, directed at the educational, occupational, and technical needs of the state's citizens and the work force needs of the state's employers." The law further defines the primary goals of postsecondary vocational technical education and MTCS as "to create an educated, skilled, and adaptable labor force which is responsive to the changing needs of the economy of the state, and to promote local, regional, and statewide economic development."

The MTCS system represents an investment of approximately \$100 million that has helped meet the technical training needs of the State of Maine for over 40 years. The first institute was established after World War II to provide vocational and technical training to returning veterans.

Today, the MTCS System offers certificate, diploma, and associate degree programs in over 65 different program areas — including culinary arts, business management, accounting, data processing, computer programming, secretarial science, electronic technology, allied health technologies, nursing, construction trades, automotive technology, marine trades, welding technology, and graphic arts.

The six Technical Colleges have a clear sense of mission, an excellent placement record, and a strong base of support at the local and regional level. The colleges have consistently enjoyed strong support from the Legislature and the voters of Maine. In 1989, Maine voters approved a \$20.2 million general fund bond issue for capital improvements at each of the six campuses.

The MTCS System Office, set up by legislation to provide statewide coordination and leadership to the six colleges, operates at 323 State St., Augusta. The six-college system consists of Central Maine Technical College in Auburn, Eastern Maine Technical College in Bangor, Kennebec Valley Technical

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College in Fairfield, Northern Maine Technical College in Presque Isle, Southern Maine Technical College in South Portland, and Washington County Technical College in Calais and Eastport.

The Board of Trustees' goal is to develop a compact and highly cost-effective administrative structure, which can mobilize the VTI system to meet new challenges, while at the same time maintaining the closest possible ties with all of public education. Prominent features of the VTI system include:

- a rationalized planning process, with statewide coordination but a regional focus;
- increased coordination in program planning between the MTCS, the University of Maine System, and the job training system;
- new partnerships between the MTCS and the private sector;
- provide the most efficient operation of the MTCS;
- provide an information base for long-range planning and research including sufficient data to respond to the technical training needs of the private sector and the State's economy; and,
- a new emphasis on short-term, quick-response, and on-site programming, with extensive "brokering" of programs back and forth between the technical colleges, secondary Vocational Regions and Centers, and adult education programs.

In November 1988, the Board adopted a Strategic Plan for the System. The Strategic Plan calls for increasing the ratio of nongeneral funds to general funds; increased enrollments in degree and nondegree programs; enhancing current programs and defining new programs; establishing new partnerships and approaches to increase capacity; and implementing staff development activities to meet System goals.

In the long term, the board looks toward the development of an integrated education and economic development system, in which secondary vocational education, postsecondary technical education, adult education, and job training all have important roles to play.

Student aid is made available to MTCS students through College Work Study, Pell Grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective colleges. Remedial programs are offered through federal vocational funds. JTPA programs are funded at the Technical Colleges under the eight percent education coordination and grants setaside of the JTPA Title II(A) funds.

PUBLICATIONS:

Course catalogs for each campus — free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES OF THE MAINE VOCATIONAL- TECHNICAL INSTITUTES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	24,152,388	24,061,695				90,693
Interest—Debt Retirement	807,730					807,730
TOTAL EXPENDITURES	24,960,118	24,061,695				898,423

ENERGY TESTING LABORATORY OF MAINE

Telephone: 799-7303

Telex: 887274

Central Office: Tripp Bldg., Southern Maine Technical College, Fort Road

Mail Address: Southern Maine Technical College, Fort Road, So. Portland,
Maine 04106

Established: 1976

Sunset Review: Not Established

Reference: Policy Area: 02; Umbrella: 99; Unit: 424; Citation: 20-A M.R.S.A., Sect. 10201

Average Count—All Positions: 7

Legislative Count: 0

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PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (ICBO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities, including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Technical College evolved from the heating and air-conditioning program of SMTC.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMTC and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMTC.

FINANCES, FISCAL YEAR 1990: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Technical College account for Energy Testing Programs and therefore reflected in the financial display for the Board of Trustees of the Maine Technical College System.

CENTRAL MAINE TECHNICAL COLLEGE

RICHARD C. CONRATH, PRESIDENT

RICHARD H. LEE, JR., Vice President/Dean of Instruction

Central Office: 1250 Turner St., Auburn

Telephone: 784-2385

Mail Address: 1250 Turner St., Auburn, Maine 04210

Established: 1964

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 440; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 77

Legislative Count: 0

PURPOSE: The primary mission of Central Maine Technical College (CMTC) is to provide instruction in trade and technical skills and training for business and industry while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The College believes it serves its students and the community best by educating competent and responsible workers who are not only skilled in up-to-date techniques, but who have positive attitudes about working.

ORGANIZATION: Central Maine Technical College was established as the Central Maine Vocational-Technical Institute on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston. In January of 1966, it was relocated to its present campus, on a 110 acre site donated to the Institute by the City of Auburn. The first class numbered 47 students. CMTC has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The College offers 14 programs of study: Associate Degree Nursing, Architectural and Civil Engineering Technology, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Preparation Technology, Graphic Arts/Printing Technology, Machine Tool

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Technology, Mechanical Drafting, Practical Nursing, Metal Fabrication Technology, Welding Technology, Occupational Health and Safety, and Supervision and Management. Of these, Practical Nursing is a trimester program with classes scheduled throughout the calendar year. Welding and Food Preparation Technology are one-year programs. All other programs are two years in duration. The last two programs are designed to provide opportunities for part-time students to pursue an Associate Degree and increased career mobility. CMTC awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMTC campus includes three residence halls, a vehicle maintenance building, and the initial building which has sustained five additions to house educational activities. A new building to house the Food Preparation Technology program was completed in January of 1989.

As with the other technical colleges, CMTC is governed by the Board of Trustees of the Maine Technical College System. In June of 1989, the 114th Legislature enacted legislation that changed the name of the college from Central Maine Vocational-Technical Institute to Central Maine Technical College.

PROGRAMS: Central Maine Technical College's program offerings are divided into 3 categories: catalog programs, part-time continuing education coursework, and special community interest programs.

Catalog Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the president. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. The Associate Degree Nursing program is accredited by the National League for Nursing. The Associate Degree program in Architectural and Civil Engineering Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. The Automotive Technology program has been designated Automotive Service Excellence, "Master Certified," by the National Automotive Technicians Education Foundation. CMTC is fully accredited by the New England Association of Schools and Colleges, Inc.

Continuing Education. Through this division, courses are offered to employed and unemployed individuals in order to further develop present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These courses draw on assets of the catalog programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Seminars are co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMTC serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMTC, or off campus locations, but under the sponsorship or cosponsorship of CMTC. Programs have been organized through CMTC and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMTC has employed one, five, and ten year student follow-ups to assess student performance as employees in the occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Overall results have shown that CMTC is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

During FY 90 approximately 535 students were enrolled full-time (equivalent) at CMTC for credit coursework and over 2,000 persons were taking non-credit courses through the College's Continuing Education division.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

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PUBLICATIONS:

- CMTC Catalog
- CMTC Student Handbook (current each year)
- CMTC Program Brochures (illustrated folders which describe each of the programs offered)
- CMTC Continuing Education Division Bulletin (issued twice each year)
- CMTC Alumni Newsletter (issued semiannually)
- CMTC Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the College.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

EASTERN MAINE TECHNICAL COLLEGE

L. STEVE THORNBURG, PRESIDENT

Central Office: 354 Hogan Rd., Bangor
Mail Address: 354 Hogan Rd., Bangor, Maine 04401

Telephone: 941-4600

Established: 1965

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 441; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 106

Legislative Count: 0

PURPOSE: Eastern Maine Technical College is dedicated to teaching the applied aspects of technology and to providing its graduates with a strong work ethic essential to success in today's technological market. To meet these objectives the curricular aims are three-fold.

First, students are given concentrated education and training in their area of technology which enable them to obtain and hold jobs in their occupational area or in a related area. Secondly, mathematics and communications are given special attention. Technicians need to be proficient in both of these skills in order to keep up with developments on the job, and to seek further formal education should they so desire. Finally, the third aim has to do with social understanding and responsibility. Courses in psychology, sociology, economics, and human relations are among the graduation requirements designed to develop understanding and appreciation of the complex problems faced by an evolving society.

ORGANIZATION: EMTC started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of \$1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop and a laboratory wing. In 1971 these resulted in the inauguration of four new programs: Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided

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living facilities for approximately 200 students. A large building originally owned by the Bangor Mental Health Institute was donated to EMTC and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. The Adult and Continuing Education division has grown to serve nearly 3,000 people in a variety of programs in the eastern Maine area. In June of 1989, the 114th Maine Legislature enacted a bill that changed the name of the college from Eastern Maine Vocational-Technical Institute to Eastern Maine Technical College. EMTC is governed by the Board of Trustees of the Maine Technical College System.

A new Automotive and Heavy Equipment Shop was completed during the fall of 1986.

PROGRAM: During FY 1990, Eastern Maine Technical College operated fourteen (14) full-time educational programs and 300 part-time course offerings. Current enrollment is approximately 600 full-time students and over 3,000 part-time students. EMTC employs 56 full-time instructors and 75 adjunct evening instructors.

Reorganization of the college administration took place when the Continuing Education Division merged with Academic Affairs to create one instructional division.

The class of 1989 placement rate approached 90 percent at graduation.

The College worked with area educational institutions to form the Eastern Maine Council on Vocational and Technical Education. The objective of the Council is to increase occupational options for both adults and high school students.

EMTC's electrical power technology program expanded its curriculum to include formal education, providing paper companies with qualified instrumentation technicians. This was made possible by a donation from James River Corp. and Champion Corp.

A major part of Hope Milliken McNally's estate was left to EMTC in the form of scholarships totaling over \$600,000. Ellsworth High School graduates are eligible for the scholarships.

EMTC continued to satellite its Practical Nursing Program in Washington County and graduated 16 students in December 1989. A new program started in January, 1990. Plans indicate as many as 18 students may graduate in December 1990.

Renovations to the main lobby and administrative offices in Maine Hall were completed for the Fall, 1989 semester.

Daka Corporation began providing food service to the College during the summer of 1989. Renovations to the dining room were completed by the fall semester.

The Refrigeration and Air Conditioning Technology Program constructed a mobile laboratory to provide training to general refrigeration contractors, supermarket engineering personnel, and other utilities located throughout the State of Maine. The project was made possible by a \$20,000 donation from Central Maine Power Company.

A refrigerant reclaiming unit was purchased for the Refrigeration and Air Conditioning Technology Program and incorporated into the curriculum for training in environmental awareness and in the process of recycling refrigerant.

The Nursing Department at EMTC received a grant of \$11,903 from the Helene Fuld Health Trust to purchase computer assisted instruction and audio-visual equipment.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate

PUBLICATIONS:

- Eastern Maine Technical College—Catalog 1989-90
- Student Handbook 1988-89
- Adult and Continuing Education. A listing of CED courses (updated by semester).
- Individual brochures for each program.
- EMTC Key Facts Brochure
- Residential Life Handbook
- All publications are available without charge at the college.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

KENNEBEC VALLEY TECHNICAL COLLEGE

BARBARA WOODLEE, PRESIDENT

Central Office: Western Ave., Fairfield
Mail Address: P.O. Box 29, Fairfield, Maine 04937

Telephone: 453-9762

Established: 1969

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 442; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 58

Legislative Count: 0

PURPOSE: Kennebec Valley Technical College (KVTC) is dedicated to the belief that each individual should be offered a continuing opportunity for the development of skills and knowledge leading to productive employment, job satisfaction, and self-fulfillment. The College assumes a responsibility for a skilled workforce through a cooperative effort with industry, business, service and health organizations. The College further believes the preparation of a skilled workforce is necessary for the continuation and promotion of local, regional, and statewide economic development.

KVTC's mission is to provide education designed to prepare men and women for employment and advancement through full and part-time Associate Degree, Diploma, and Certificate Programs. In addition, continuing education courses are offered to meet both the short and long term needs of Maine's citizens as well as the changing needs of Maine's employers.

ORGANIZATION: Kennebec Valley Technical College (KVTC), formerly known as Kennebec Valley Vocational-Technical Institute, was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVTC began operations in the fall of 1970 using equipment and facilities of the Regional Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVTC occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the Legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education, along with the other five (5) vocational-technical institutes (VTIs). During the summer of 1980, KVTC purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs were offered at both the Fairfield and Waterville sites. In October of 1986, construction was completed on a new multi-purpose classroom building at the Fairfield campus. The name was changed from Kennebec Valley Vocational-Technical Institute to Kennebec Valley Technical College in 1989. All of KVTC's programs are now based in Fairfield.

PROGRAM: KVTC offers the following full-time programs: Automated Office Technology, Building Construction Technology, Electrical Construction Technology, Business Administration, Medical/Dental Assistant, Respiratory Therapy Technician, Practical Nursing, Associate Degree Nursing, Industrial Electrical/Electronic Technology, the EMS Academy, and the Lineworker Technology Program. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters/millwrights/ironworkers. Growth has been increasing to the point that KVTC's programs are fully subscribed.

GOALS:

KVTC endeavors to meet the following goals in its programs and services:

1. Provide quality programs and services that are relevant to the educational and economic needs of Maine citizens.
2. Provide opportunities and assistance for the economically and educationally disadvantaged and handicapped.
3. Contribute to economic development and growth of the region and State.
4. Strengthen the relationship with secondary and post-secondary schools.
5. Continually strive to provide for the highest quality of educational instruction.
6. Provide quality administrative services.

The stated goals and objectives of KVTC's Long Range Plan provides for growth and expansion.

KVTC provided education to over 350 regular day students during FY 1990 while the Continuing Education division enrollment exceeded 3,600. Placement of graduates has averaged 94 percent.

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Although enrollment in programs is not limited to Maine students, the College draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Continuing Education courses cover a wider geographical area, from Jackman to Rockland. KVTC is fully accredited by the New England Association of Schools and Colleges. The Respiratory Program is accredited with the Council on Medical Education of the American Medical Association. The Practical Nursing Program is accredited by the Maine State Board of Nursing. The Registered Nursing Program is accredited by the National League for Nursing and the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

KVTC awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The Associate Degree is granted to all students satisfactorily completing the two-year Business Administration, ADN (Registered Nursing), Automated Office Technology, Emergency Medical Technology, and Industrial Electrical/Electronic Technology programs.

PUBLICATIONS:

KVTC catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the College's programs, application procedures, courses, etc. — free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures — free.

Brochures — assorted brochures which provide general information of the College's regular and Continuing Education courses to interested citizens. — free.

Newsletter (In-House)—quarterly

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

NORTHERN MAINE TECHNICAL COLLEGE

DURWARD R. HUFFMAN, PRESIDENT

RODGER J. ECKHARDT, Vice President/Academic Dean

Central Office: 33 Edgemont Dr., Presque Isle

Telephone: 769-2461

Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1961

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 443; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 98

Legislative Count: 0

PURPOSE: The central purpose of NMTC is to provide quality instruction in various technical and occupational specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full and part-time students in many different settings on the main campus, Loring Air Force Base, six satellite locations and various businesses and industries in Northern Maine.

ORGANIZATION: Northern Maine Technical College (NMTC), formerly known as Northern Maine Vocational-Technical Institute, is a State of Maine supported, fully-accredited, postsecondary institution, governed by the Board of Trustees of the Maine Technical College System under provisions of Title 20-A, Chapter 431 M.R.S.A.

The College began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated in converted Air Force facilities. The first new permanent building was completed in 1970 and ten others have been added with an addition to the main complex completed in June, 1987.

MAINE TECHNICAL COLLEGE SYSTEM

Four occupational programs were offered initially with an enrollment of 70 students. In School Year 1989-90, NMTC offered instruction in 19 occupational programs. NMTC offers two-year Associate Degree, two-year Diploma and one-year or less Certificate programs.

PROGRAM: NMTC served 1,306 full- and part-time students in 19 different technical programs during FY 90. Commencement figures indicated that 262 students completed college programs. Annual job placement figures for the 1989-90 class were favorable with over 85 percent of the available graduates being gainfully employed.

During FY 90 over 425 people were served by offering courses at Loring Air Force Base and at satellite locations in Houlton, Van Buren, Katahdin, Caribou, Ashland, and Hodgdon.

Additionally, the continuing education division continued to offer numerous special programs such as:

- Pharmacology Program
- Paramedic Training
- Class I Driving Academy
- Oil Burner Service Technician program for Maine Oil Dealers' Association

Over 8,300 individuals used campus facilities for general meetings, workshops, and seminars.

LICENSES, PERMITS, ETC.:

- Associate Degree
- Diploma
- Certificate

PUBLICATIONS:

- Pamphlets describing the occupational programs
- Student Handbook
- College Catalog
- Financial Aid Brochure
- Admissions Requirement Information Sheet
- Full-Time and Part-Time Schedules — 2 times per year
- Campus Overview Sheet

(These publications are all free.)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

SOUTHERN MAINE TECHNICAL COLLEGE

WAYNE H. ROSS, PRESIDENT

WILLIAM WARREN, Vice President

Central Office: Fort Rd., So. Portland

Mail Address: Fort Rd., So. Portland, Maine 04106

Telephone: 799-7303

Established: 1946

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 444; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 176

Legislative Count: 0

PURPOSE: Southern Maine Technical College is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The College believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field.

MAINE TECHNICAL COLLEGE SYSTEM

ORGANIZATION: Southern Maine Technical College was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences, necessitated more comprehensive facilities. During the summer of 1952 the Institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational-technical institutes within the state required the name to be changed to Southern Maine Vocational-Technical Institute (SMVTI). In 1989, the 114th Maine Legislature enacted Public Law, Chapter 443, "An Act to Enhance the Status of Vocational-Technical Education in Maine," officially changing the names of the Vocational-Technical Institutes to Technical Colleges. Effective September 30, 1989, by recommendation of the Board of Trustees, SMVTI became Southern Maine Technical College.

The present SMTC campus of approximately sixty acres now consists of thirty-eight buildings, ranging from the technical instruction facilities to residence halls. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography	Law Enforcement Technology
Automated Office Management	Practical Nursing
Automotive Technology	Machine Tool Technology
Building Construction	Marine Science Engineering
Cardiovascular Technology	Marina Mechanics
Culinary Arts	Masonry
Dietetic Technician	Nautical Science
Drafting	Plant & Soil Technology
Electrical Technology	Plumbing
Extended Studies	Pollution Abatement Technology
Industrial Electronics Technology	Radiation Therapy
Electronics Technology	Radiologic Technology
Environmental Technology	Registered Nursing (LPN Upgrade)
Heating & Air Conditioning	Respiratory Therapy
Hotel-Motel-Restaurant Management	Surgical Technology
Industrial Electricity	

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the College to maintain maximum efficiency of facilities and personnel.

SMTC is governed by the Board of Trustees of the Maine Technical College System, under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: The 1989-90 year at Southern Maine Technical College brought record levels of enrollment in both the regular day programs and through the Continuing Education Division.

Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,920 in the 89-90 school year. Freshmen enrollment, totalling 692, increased 20 percent from the previous year. Over 10,000 persons were served through the Adult and Continuing Education Division in courses for upgrading, retraining and apprentices. The Division also provided courses for over thirty area industries, businesses, trade associations, Job Training Partnership Act programs, and communities to assist in upgrading personnel. These courses were offered in-plant and on campus and are specifically designed for the industry.

Over 400 students received \$1 million in student financial aid during 1989-90. Needy students applied for grants and work programs, including Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, STafford Student Loan, and State scholarships. Financial counseling and planning services were available to students and their families through the program.

Employment trends of recent years indicate a continued shift towards the service-producing industry. An annual survey of SMTC's 1989-90 graduates indicated 89 percent of the graduates found employment related to their field of study. Placement of graduates in Associate Degree Nursing, Automotive Technology, Drafting Technology, Electrical/Electronics, Fire Science Technology, Industrial Electricity, Machine Tool, Nautical Science, Radiation Therapy, Radiologic Technology, Respiratory Therapy and Surgical Technology was 100 percent. Placement figures for 1989 SMTC graduates also show that \$8.61 was the average hourly rate with the highest entry-level wage reported at \$14.50.

SMTC was designated one of six two-year colleges in the country to participate in a federally funded project entitled, "Integrating the Humanities in Associate Degree Occupational Programs." Two

MAINE TECHNICAL COLLEGE SYSTEM

occupational programs, Law Enforcement Technology and Radiologic Technology, introduced humanities components into their 1989-90 curriculum.

This past year has been an exciting one at SMTC. Both administration and faculty demonstrated a determination to provide an integrated technical and related education to enable students to develop a self-awareness and social responsibility to successfully compete in a chosen occupational field. Our dedicated support staff continue to contribute much to the quality and success of the college.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map	Hotel-Motel-Restaurant Mgt.
SMTC Viewbook	Industrial Electricity
Admissions Policies, Procedures, & Applications	Law Enforcement Technology
Program Brochures as follows:	Local Government Administration
Applied Marine Biology & Oceanography	Machine Tool Technology
Automotive Technology	Masonry
Building Construction	Marina Mechanics
Cardiovascular Technology	Marine Science Engineering
Culinary Arts	Plant and Soil Technology
Dietary Technician	Wastewater Treatment Plant Operator (booklet)
Drafting	Radiation Therapy
Electrical Technology	Radiologic Technology
Electronics Technology	Registered Nursing (LPN Upgrade)
Environmental Technology	Respiratory Therapy
Extended Studies	Plumbing and Heating
Industrial Electronics Technology	SMTC Catalog, 1988-1990
Heating, Air Conditioning	Nautical Science
Automated Office Management	

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

WASHINGTON COUNTY TECHNICAL COLLEGE

RONALD P. RENAUD, PRESIDENT

DOUGLAS RICHARDSON, Vice President/Academic Dean

Central Office: River Rd., Calais

Telephone: 454-2144

Mail Address: River Road, Calais, Maine 04619

Established: 1969

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 02; Umbrella: 99; Unit: 445; Citation: 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 60

Legislative Count: 0

PURPOSE: The purpose of Washington County Technical College (WCTC) is to provide post-secondary vocational-technical education for citizens of Maine. Full-time instruction is offered in 15 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

MAINE TECHNICAL COLLEGE SYSTEM

ORGANIZATION: Washington County Technical College (WCTC), formerly known as Washington County Vocational-Technical Institute, was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Thirteen occupational programs are offered at Calais. They are Automotive, Building Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Heavy Equipment Operation, Plumbing, Residential Commercial Electricity, Secretarial Studies, Welding, and Wood Harvesting. A new Associate Degree in Electronic Communication and Business is offered jointly with the University of Maine at Machias.

In 1978 WCTC established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Two marine-oriented programs are offered at Eastport. They are Boatbuilding and Marine Painting.

The curricula at WCTC consist of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 14 instructional programs offered at WCTC has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the College is enhanced by courses in Communications, Personal Finance, and Mathematics.

WCTC is governed by the Board of Trustees of the Maine Technical College System under provisions of Title 20-A, Chapter 431, M.R.S.A.

PROGRAM: WCTC enrolled 200 full-time and 1,700 part-time students during the 1989-90 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupation for which they were trained.

The current enrollment goal is 300 full-time day students.

Day Care Center. The campus Day Care Center continues to provide services to the children of AFDC recipients and WCTC students through funding from the Bureau of Vocational Education and administration by the Washington-Hancock Action Agency.

Home Construction. The Building Construction Program undertook its sixth new home construction project, with assistance and funding from community sources. A ranch style home was built on campus and sold prior to completion. In addition to providing valuable construction experience for students in the Building Construction, Residential Electricity, Plumbing and Heating classes, the project seems to have spurred some additional new home construction in Calais.

Heavy Equipment Operation Option in Wood Harvesting Program. A specialized program is being offered within the Wood Harvesting Division to train heavy equipment operators. Currently this is being accomplished with the support of Associated General Contractors and JTPA. The Heavy Equipment Operation program will provide skilled operators to meet the increasing demand in the construction industry.

Practical Nursing Program. A Practical Nursing Program funded with private monies, a JTPA grant, and a Bureau of Vocational Education grant was sent by satellite to Calais by EMTC.

Construction of New Paint Shop. A state-of-the-art Marine Painting Shop was constructed from a \$270,300 grant from the U.S. Department of Commerce, Economic Development Administration, which was matched by a gift of property from the City of Eastport.

LICENSES, PERMITS, ETC.:

Diploma

Certificate

Associate Degree in Electronic Communications and Business — offered jointly with UMM

PUBLICATIONS:

1. WCTC Catalog 1984-86 (Free)
2. Marine Trades Center Brochure (Free)

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees of the Maine Technical College System.

WATER POLLUTION CONTROL

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

DEAN C. MARRIOTT (is a member of NEIWPCC from Maine)

Central Office: 607 Boylston Street, Boston, Mass. 02116

Telephone: (617) 437-1524

Location: AMHI — Ray Building, Augusta

Mail Address: Statehouse Station #17, Augusta, Maine 04333

Established: 1947

Sunset Review: Not Established

Reference: Policy Area: 05; Umbrella: 98; Unit: 428; Citation: 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Technical College in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC — A Description

Careers in Wastewater Treatment Technology — New England Regional Wastewater Institute

NEIWPCC Annual Report

The Facts of Life ... or the Birds & Bees of Water

Why Should I Save Water?

Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants

A Cause for Alarm — Acid Precipitation in the Northeast

MTF — The Training Facility That's Going Places

Regional Information Clearinghouse & Instructional Resource Center

Water Connection, quarterly newsletter

Here Lies the Problem — a brochure on underground storage tanks

ALL FREE

FINANCES, FISCAL YEAR 1990: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

WHITEWATER ADVISORY

WHITEWATER ADVISORY COMMITTEE

LARRY CUMMINGS, CHIEF WARDEN (COLONEL)

HERBERT VERNON, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 454; *Citation:* 12 M.R.S.A., Sect. 7369A

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: To advise the Department and report to the Legislature on the implementation of the allocation process and other aspects of the operation of the whitewater industry.

ORGANIZATION: The Whitewater Advisory Committee was established by the First Regular Session of the 111th Legislature in 1983.

The Committee is composed of six members who shall have no financial or personal interest in the industry and shall include two members designated by the Governor, two legislative members designated by the President of the Senate and two by the Speaker of the House. Legislative members serve during their legislative term and until their successors are nominated and qualified.

PROGRAM: This committee met to review the results of the rafting season. The special session of the 112th Legislature extended this committee until June of 1990.

Also this committee reviewed the annual report of the Whitewater Safety Committee.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

WHITEWATER SAFETY COMMITTEE

LARRY CUMMINGS, CHIEF WARDEN (COLONEL)
HERBERT VERNON, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta

Telephone: 289-2766

Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Sunset Review Required by: June 30, 1995

Reference: Policy Area: 05; Umbrella: 92; Unit: 453; Citation: 12 M.R.S.A., Sect. 7367

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Committee shall advise the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee shall submit a written report annually on each outfitter's safety record to the Whitewater Advisory Committee.

ORGANIZATION: The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms shall be staggered so that the term of one member in each category expires each year.

PROGRAM: The committee held three meetings throughout the year discussing such matters as the basic requirements for the licensing of Whitewater guides, the review of safety records of the various companies in the industry and possible regulation changes that would be aimed at public safety.

In addition the committee has taken on as projects the review and testing of new products on the market for possible statute changes.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Bureau of Warden Services.

MAINE COMMISSION FOR WOMEN

ELIZABETH LEVENSON, CHAIRPERSON
LESLIE ANDERSON, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333

Telephone: 289-3417

Established: 1964

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; Umbrella: 92; Unit: 166; Citation: 5 M.R.S.A., Sect. 7021

Average Count—All Positions: 3

Legislative Count: 3

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities affecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also.

The Commission consists of 17 members, 9 members are appointed by the Governor, 4 by the President of the Senate, and 4 by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: The Maine Commission for Women has adopted the following operational goals:

- 1) To create ongoing forums and projects and do research which provides information to and about women in Government.
- 2) To provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches.
- 3) To supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.
- 4) To increase and improve the level of participation of women in the public policymaking process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities. The program priorities established for 1987-1990 are Women, Work and Family; The Quest for Equality; and Creating a Non-violent future. Specific goals and objectives in each of these categories will be pursued through legislative action, research, education and the publication of resources.

During the past several years, in the area of economic equity, MCW has been instrumental in raising the minimum wage, securing increased funding for job training and job readiness programs through WEET and Displaced Homemakers, and negotiating increases in AFDC payments for single parents and their children. We succeeded in developing a Family Medical Leave Act for Maine, which was passed by the Legislature and signed into law and we supported Governor McKernan's initiatives in child care and welfare reform. Increasingly, we are working with the private and public sectors on the successful integration of work and family.

To further the goals of the MCW and increase our outreach, we have established three Regional Commissions for Women whose members serve as advisors to the State Commission and who work

WOMEN

toward MCW goals on the local and regional levels. The MCW has held forums in each of these areas to hear the concerns of women from these regions.

To promote awareness of issues affecting women in Maine, we continued to educate our constituents on such topics as women and poverty, employment issues such as equity, workplace benefits, and non-traditional job training, and insurance. Further, we have written and are in the process of printing ten legal rights fact sheets covering topics in the areas of employment, education, violence and divorce.

The Commission annually sponsors a Women's History Month competition for students in grades K through 12. In 1990, winners were selected from essays and drawings which depicted choices available to women, past and present, and how these choices reflect the contributions women make to society. Progress Awards are also distributed each year to individuals and organizations who have contributed significantly to the advancement of Maine women and their families.

The Commission for Women has maintained its commitment to encourage more women to become involved in public policymaking and the legislative process. The MCW has reinstated the Appointments Clearinghouse for women who are interested in serving on state boards or commissions. The Commission has also established two advisory boards, Business and Professional and Legislative, to enable us to maintain contact with citizens around the state with an expertise in women's and family issues.

We play a key role in the Women's Legislative Agenda Coalition which presents an agenda of women's, children's and family concerns during each legislative session. The MCW has worked to support legislative action which promotes reproductive choice, health care access, occupational safety, equity of employment opportunity for women in our school system and family support services. In the area of violence against women, the Commission has supported measures to expand the definition of rape, increase the penalties for such crimes, and to continue funding for rape crisis centers throughout Maine. These and other steps have been taken to raise the public awareness of the problems of violence against women.

The MCW has worked to support legislative action which promotes reproductive choice, health care access, occupational safety, equity of employment opportunity for women in our school system and family support services. In the area of violence against women, the Commission has supported measures to expand the definition of rape, increase the penalties for such crimes, and to continue funding for rape crisis centers throughout Maine. These and other steps have been taken to raise the public awareness of the problems of violence against women.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, and for resources for workshops and conferences. We serve on the AFDC Advisory Council, Medicare Advisory Council, Child Care Advisory Council, the Training and Apprenticeship Council and a variety of other legislatively created task forces and research groups. By cosponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women and girls.

The Commission is also a member of the New England Region Commissions for Women, the National Association of Commissions for Women, and works in conjunction with other New England States and Commissions across the country on the economic issues facing women. In October 1990, the MCW will host the annual New England Regional Commissions for Women conference and sponsor a companion conference on women and employment, *Women, Work and Worth*. The New England Commissions will develop a regional agenda on employment issues for women.

PUBLICATIONS:

"Women's Right, Women's Responsibilities," a series of fact sheets pertaining to the rights and laws most important to women, will be published next year. These will be distributed throughout the state. Free.

"Inform," a quarterly newsletter, communicates events, legislative actions, policy matters and other state and nationwide issues affecting the status of women. Free.

"Non Traditional Occupation" Brochure — a poster/brochure depicting some NTO's, relating women's experiences in NTO's, and encouraging women to explore non-traditional occupations when making career choices. Published, 1985. Free

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WOMEN

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	72,961	72,961				
Health Benefits	5,111	5,111				
Retirement	16,266	16,266				
Other Fringe Benefits	1,030	1,030				
Computer Services—State	140	140				
Other Contractual Service	26,134	26,134				
Rents	1,000	1,000				
Commodities	3,853	2,681	1,172			
Equipment	1,803	1,803				
Transfers to Other Funds	197		197			
TOTAL EXPENDITURES	128,495	124,977	3,518			

WORK CENTER

WORK CENTER PURCHASES COMMITTEE

RONALD H. LORD, State Purchasing Agent, Chairman

Central Office: State Office Bldg., Augusta

Telephone: 289-3521

Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: June 14, 1985

Reference: Policy Area: 03; Umbrella: 90; Unit: 486; Citation: 5 M.R.S.A., 1826C

Average Count—All Positions: 0

Legislative Count: 0

PURPOSE: The Committee seeks to expand the market for goods and services provided by rehabilitation facilities (work centers) which employ workers with disabilities.

ORGANIZATION: The Committee consists of the State Purchasing Agent, the Director of the Bureau of Rehabilitation, a representative of the Department of Mental Health and Mental Retardation, a representative of work centers, a disabled person, and a representative of the business community. The Committee members are appointed by and serve at the pleasure of the Governor. Members serve without compensation except for reimbursement of necessary expenses incurred by non-state employees.

PROGRAM: In June, 1985, "An Act to Provide Expanded Markets for Procedure and Services for Rehabilitation Facilities and Work Centers," was signed into law. With the appointment of five members by the Governor, the Work Center Purchases Committee met for the first time in December, 1985.

Over the course of several meetings, the Committee drafted rules for qualifying work centers, identifying products and services for set aside, competitive bidding, awarding contracts, and settling grievances. After a public hearing, the Work Center Purchases Committee Rules were adopted effective May 25, 1986.

FINANCES, FISCAL YEAR 1990: 5 M.R.S.A., Sect. 1826-C, provides that expenditures of this unit shall be borne by the Bureau of Purchases, Bureau of Rehabilitation and the Department of Mental Health and Mental Retardation.

WORKERS' COMPENSATION COMMISSION

RALPH L. TUCKER, CHAIRMAN

JAMES BILODEAU, Chief Counsel

DOUGLAS F. BEAULIEU, Administrator, Workers' Compensation Commission

FRANK R. RICHARDS, Assistant to the Chairman

Central Office: Deering Bldg., Augusta; Floor: 1

Telephone: 289-3751

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333-0027

District Offices:

24 Stone Street, Augusta, Maine 04330

" 289-2308

106 Hogan Road, Bangor, Maine 04401

" 941-4550

One Vaughn Place, Caribou, Maine 04736

" 498-6428

140 Canal Street, Lewiston, Maine 04240

" 783-5490

62 Elm Street, Portland, Maine 04101

" 879-4840

Established: 1916

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 351; Citation: 39 M.R.S.A., Sect. 91

Average Count—All Positions: 102

Legislative Count: 101

PURPOSE: The Workers' Compensation Commission administers the Workers' Compensation Act and Occupational Disease Law. This includes adjudicating disputed cases, conducting informal conferences, investigating abuse, receiving first reports of occupational injury, verifying insurance coverage of employers, and monitoring rehabilitation activities.

ORGANIZATION: 12 Commissioners preside at formal hearings and informal conferences and function as judges in disputed workers' compensation claims. Commissioners are appointed by the Governor subject to review by the Joint Standing Committee on Judiciary and confirmation by the Legislature. Terms are for six years except for the Chairman whose term is seven years.

The agency is directed by the Chairman.

The Workers' Compensation Commission Administrator is the chief administrative officer. This position reports to the Chairman. It directs the Office of Employee Assistants and supervises the Benefits Manager, three Regional Administrators, the Computer Services Director, and the Business Services Manager.

Formal hearings, informal conferences, and vocational rehabilitation conferences are held at five district offices and other statewide locations. The district offices are supervised by three Regional Administrators.

Clerical units processing first reports, insurance coverage data, notices of controversy and petitions report to the Benefits Manager.

The agency also includes the Appellate Division, the Office of Employment Rehabilitation, and the Abuse Investigation Unit. The Chief Counsel for the Appellate Division reports directly to the Chairman and supervises the Abuse Unit. The Administrator of the Office of Employment Rehabilitation also reports directly to the Chairman.

Separate reports are provided for the Office of Employment Rehabilitation and the Office of Employee Assistants.

PROGRAM: The Workers' Compensation Commission was established in 1916. At that time it was called the Industrial Accident Board. Prior to 1984, the agency was a small organization which adjudicated disputed workers' compensation cases. For example, in 1983 it had a staff of 36, housed in one central office.

During the 1980's the agency grew in size and responsibility.

In 1981, commissioners were made full time and an Appellate Division was created.

In late 1983, reform legislation established the "Direct Pay" system. This created the Office of Employee Assistants in 1984. Employee assistants provide information to injured workers and assist them in preparing for informal conferences. District offices in Portland, Lewiston, Bangor and Caribou were also established at this time. Later, a fifth regional office in Augusta was set up to accommodate the growing workload.

In 1986, the Office of Employment Rehabilitation and the Abuse Investigation Unit were created.

WORKERS' COMPENSATION

During 1987, three additional commissioners were authorized.

During 1987, 1988 and 1989, it took about 1 year to litigate a petition. This is significantly faster than the courts for comparable types of cases. Roughly 3% of petitions have been undecided more than 2 years.

Commission workload has been growing in recent years. A detailed presentation of operations is available in Annual Report on the Status of the Maine Workers' Compensation System, a three agency report prepared by the Bureau of Insurance, the Bureau of Labor Standards, and the Workers' Compensation Commission.

LICENSES, PERMITS, ETC.:

Permission to self-insure as an individual and permission to self-insure as a group was transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979.

PUBLICATIONS:

"Annual Report on the Status of the Maine Workers' Compensation System", April 13, 1990. (Free)

"A Study of Delay in the Workers' Compensation System, A Report to the Joint Standing Committee on Labor, January 1, 1987." (Free)

"Administrative Statistics on Workers' Compensation 1974-1989." This details the number of first reports, lost time injuries, informal conferences, petitions, benefit changes, and effective dates of major legislative changes. (Free)

"Vocational Rehabilitation Under the Maine Workers' Compensation Act, 39 M.R.S.A. §§81-90, A Report to the 113th Legislature, February 15, 1988." (Free)

Paperback, *Maine Workers' Compensation Act and Rules and Regulations* (1987). (Single copies free; charge for bulk requests.)

Pamphlet, "Questions and Answers for Workers about Rehabilitation Law." (Free)

Pamphlet, "Facts for Injured Workers." (Free)

Pamphlet, "Rehabilitation that Works." (Free)

Employer/Insurer Guide to Maine Workers' Compensation (Free)

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,670,921	2,670,921				
Health Benefits	225,798	225,798				
Retirement	523,129	523,129				
Other Fringe Benefits	24,716	24,716				
Computer Services—State	7,629	7,629				
Other Contractual Service	569,191	569,191				
Rents	128,626	128,626				
Commodities	77,473	77,473				
Grants—Subsidies—Pensions	71,074	71,074				
Equipment	39,690	39,690				
Interest—Debt Retirement	69	69				
TOTAL EXPENDITURES	4,338,316	4,338,316				

WORKERS' COMPENSATION

OFFICE OF EMPLOYMENT REHABILITATION

MICHAEL NISS, ADMINISTRATOR

Central Office: Deering Bldg., A.M.H.I. Augusta;

Telephone: 879-4840

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333-0027

Established: January 1, 1986

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 491; Citation: 39 M.R.S.A., Sect. 82

Average Count—All Positions: 22

Legislative Count: 22

PURPOSE: To regulate and administer the provision of rehabilitation services to injured workers throughout the state. Responsibilities include:

1. Approving qualified rehabilitation providers and maintaining a list of the providers.
2. Monitoring the evaluations of injured workers, the development or rehabilitation plans, the services provided under each plan, and results of the services.
3. Educating the public and answering questions about individual cases.
4. Holding administrative conferences to resolve disputes.
5. Telephone contact with all parties to monitor cases.
6. Issuing reports showing results and costs to system.

ORGANIZATION: Administration is directed from Augusta at the Workers' Compensation Commission's central office.

Four regional offices to serve constituents located in:

Portland
Augusta
Lewiston
Bangor

PROGRAM: The Office of Employment Rehabilitation was created by statute on January 1, 1986.

One of the primary goals of the office is the education of the public regarding Workers' Compensation Rehabilitation, and to this end, the staff has made many public speaking presentations, conducted a number of educational seminars for various interest groups, attended meetings of the Employment Rehabilitation Advisory Board, and developed educational and promotional material for injured workers and employers.

In monitoring the rehabilitation system, staff have maintained close telephone contact with all parties involved in the rehabilitation process to insure understanding and agreement among the parties, and have closely screened all reports from the rehabilitation counselors in order to regulate the system, enforce the rules, and collect necessary data.

The Office of Employment Rehabilitation is responsible for approving rehabilitation providers, and has maintained an ongoing registration process, conducted various training programs for Approved Rehabilitation Providers, participated in professional association activities, supported the establishment of a multi-departmental training program for rehabilitation professionals, and continuously updated the list of Approved Rehabilitation Providers for public distribution.

The Office of Employment Rehabilitation is responsible for assisting the parties in the rehabilitation process to resolve problems and disputes as they arise. This is accomplished by holding informal Administrative Conferences to attempt to mediate an agreement or, if necessary, issue a decision regarding the dispute.

The Office of Employment Rehabilitation is also responsible for administering the Employment Rehabilitation Fund. The Fund is used for three purposes. 1. providing wage credits to employers, other than the pre-injury employer, that hire injured workers from rehabilitation plans; 2. reimbursing an employer for additional loss of earning capacity for employees hired after rehabilitation who sustain a second injury; and, 3. newly enacted in October, 1989, paying for rehabilitation services provided when an employer opts not to provide such services and the Office of Employment Rehabilitation orders the plan implemented. In such cases, if the rehabilitation effort is successful, the employer must reimburse the Fund 180% of the costs paid by the Fund. As this program is just starting, it is too early to assess the results of impact on the system.

WORKERS' COMPENSATION

The collection of relevant data and a statistical analysis of the results of the rehabilitation system are part of the duties of the Office of Employment Rehabilitation.

LICENSES, PERMITS, ETC.:

The Office of Employment Rehabilitation is required by statute to "approve" rehabilitation providers to provide services to injured workers and to publish an annual list of those Approved Rehabilitation Providers.

PUBLICATIONS:

1. List of Approved Rehabilitation Providers. Free of charge.
2. Question and Answer pamphlet for insured workers and other interested parties. Free of charge.
3. Information Pamphlet for Employers. Free of charge.

FINANCES, FISCAL YEAR 1990: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMPLOYMENT REHABILITATION	TOTAL FOR		Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
	ALL FUNDS	General Fund				
EXPENDITURES						
Salaries and Wages	459,022	459,022				
Health Benefits	44,434	44,434				
Retirement	91,052	91,052				
Other Fringe Benefits	4,947	4,947				
Other Contractual Service	67,719	67,719				
Rents	40,355	40,355				
Commodities	5,016	5,016				
Grants—Subsidies—Pensions	99,736	554	99,182			
Equipment	5,445	5,445				
Interest—Debt Retirement	21	21				
TOTAL EXPENDITURES	817,747	718,565	99,182			

OFFICE OF EMPLOYEE ASSISTANTS

DOUGLAS F. BEAULIEU, WCC Administrator

Central Office: Deering Bldg., A.M.H.I. Augusta;

Telephone: 289-3751

Mail Address: Statehouse Sta. #27, Augusta, Maine 04333-0027

Established: January 1, 1984

Sunset Review Required by: June 30, 2000

Reference: Policy Area: 01; Umbrella: 90; Unit: 493; Citation: 39 M.R.S.A., Sect. 92(6)

Average Count—All Positions: 12

Legislative Count: 0

PURPOSE: To provide advice and assistance to employees under the Maine Workers' Compensation Act. In particular, to assist employees prior to, during, and after the informal conference.

ORGANIZATION: Five (5) regional offices located in Augusta, Portland, Lewiston, Bangor and Caribou staffed with a total of twelve (12) employee assistants to serve constituents statewide, with supervision emanating from the central office in Augusta.

PROGRAM: The Office of Employee Assistants was created by statute on January 1, 1984. The following table depicts its growing caseload.

WORKERS' COMPENSATION

<u>Calendar Year</u>	<u>Informal Conferences Held</u>	<u>Disputes Resolved Prior to Conference</u>	<u>Total Disputes Processed</u>
1984*	2,500	1,000	3,500
1985*	3,100	1,400	4,500
1986	5,842	4,809	10,651
1987	7,079	5,795	12,874
1988	6,646	5,953	12,599
1989	7,117	6,671	19,485

* Includes disputes waived directly to formal and no shows. Figures for 1984 and 1985 are estimates. During 1986 a computerized tracking system was implemented and exact figures became available. As may be seen, utilization of the informal conference system has increased dramatically since the inception of the early pay system.

FINANCES, FISCAL YEAR 1990: The expenditures of this unit are, by administrative decision, included with those of Workers' Compensation Commission.

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