

MAINE STATE LEGISLATURE

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MAINE

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MANAGEMENT

7/27/74
JAF

AND

COST SURVEY



STATUS REPORT

AUGUST 31, 1974

MAINE MANAGEMENT AND COST SURVEY

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8	Department of Secretary of State (30)	02 00 001-006
9	Motor Vehicle Division	02 01 007-020
11	Maine State Archives	02 02 021-030
13	Attorney General (11)	03 00 001-011
14	Law Enforcement Planning and Assistance Agency (3)	04 00 001-003
15	Treasurer of State (11)	05 00 001-011
17	Department of Audit (20)	06 00 001-020
20	Department of Finance and Administration (96)	07 00 001-002
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43	Maine State Retirement System (9)	10 00 001-009
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124	Augusta Campus	39 04 044-047
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142	Hospital Facilities		43	01	009-020
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172	Land Damage Board	(2)	46	00	001-002
175	Printing and Duplicating	(1)	47	00	001----
176	Telecommunications	(1)	48	00	001----
177	Data Processing	(6)	49	00	001-006
Total Number of Recommendations for 49 Agencies		(807)			

Code Legend:

00 = Agency Identification Number

00 = Agency Activity Number

000-000 = Beginning and ending numbers of Agency Recommendations

Prepared by W.L. Otterbein, Consultant

For the Department of Finance and Administration

9/28/73

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MONTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MNC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	21	DEPARTMENT OF COMMERCE AND INDUSTRY									
002	-00										
001	-001	ESTABLISH THE STATE'S GOALS CONCERN-									
002		ING INDUSTRIAL DEVELOPMENT AND									
003		TOURISM.				I	JUL	15	74		
001	-002	COMBINE THE DIVISIONS OF PROMOTION									
002		AND INFORMATION SERVICES AND TRANS-									
003		FER THEM TO THE PROPOSED BUREAU OF									
004		INFORMATION AND PUBLIC RELATIONS.	AS	11,600			R JUL	15	74	L.O.2410 REJECTED.	
001	-003	ELIMINATE TWO CLERICAL POSITIONS									
002		FROM THE DIVISION OF INFORMATION									
003		SERVICES.	AS	10,880	AC	10,880	I	JUL	15	74	
001	-004	PHASE OUT THE POSITION OF EXHIBITS									
002		AND DISPLAY MANAGER.				P	JUL	15	74	NAME CHANGE; FUNCTIONS OF POSITION	
003										NECESSARY.	
001	-005	DISCONTINUE THE POSITION OF PHOTO-									
002		GRAPHIC LABORATORY ASSISTANT.	AS	3,700	AS	3,700	I	JUL	15	74	
001	-006	ELIMINATE ONE COPY MACHINE.	AS	7,700	AS	7,700	I	JUL	15	74	
001	-007	TRANSFER RESPONSIBILITY FOR MAIN-									
002		TAINING MAINE'S EASTERN STATES									
003		EXPOSITION SITE.				I	JUL	15	74		
001	-008	MINIMIZE THE EXPENSE OF MAINTAINING									
002		SPACE IN THE MARDEN BUILDING.	OA	40,000	OA	40,000	P	JUL	15	74	
001	-009	RESOLVE THE STATUS OF THE STATE									
002		TECHNICAL SERVICES PROGRAM.					R JUL	15	74	L.O.2410 REJECTED.	
001	-010	TRANSFER THE DIVISION OF RESEARCH									
002		AND ANALYSIS TO THE STATE PLANNING									
003		OFFICE.	AS	40,000			R JUL	15	74	L.O.2410 REJECTED.	
001	-011	ELIMINATE FIVE PROFESSIONALS AND									
002		DISTRICT OFFICES FROM THE DIVISION									
003		OF DEVELOPMENT.	AS	112,100			R JUL	15	74	L.O.2410 REJECTED.	

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MONTH-DY-YR

SEQ	*CONTROL	*DEPARTMENT AND RECOMMENDATION	*MNC SURVEY	*DEPARTMENT	*STATUS	*ACTION DATE*	REMARKS
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001      -012 ASSIGN RESPONSIBILITIES FOR COORDIN-
002             ATING ASSISTANCE TO BUSINESS AND
003             INDUSTRIAL FIRMS DESIRING TO LOCATE
004             TO MAINE TO AN INDUSTRIAL DEVELOP-
005             MENT REPRESENTATIVE.

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R JUL 15 74 L.D.2410 REJECTED.

001 -013 TRANSFER A MUNICIPAL COORDINATOR AND
002 AN INDUSTRIAL DEVELOPMENT REPRESENTATIVE FROM THE DIVISION OF DEVELOP-
003 TATIVE FROM THE DIVISION OF DEVELOP-
004 MENT.

R JUL 15 74 L.D.2410 REJECTED.

001 -014 ELIMINATE THE DIVISION OF ADMINIS-
002 TRATION. AS 122,000

R JUL 15 74 L.S.2410 REJECTED.

001	-015 INCREASE MEMBERSHIP OF THE ECONOMIC		
002	DEVELOPMENT ADVISORY COUNCIL TO 10. AC	1,500	

I JUL 15 74

001 -016 TRANSFER THE ECONOMIC DEVELOPMENT
002 ADVISORY COUNCIL.

R JUL 15 74 L.D.2410 REJECTED.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 22 DEPARTMENT OF MILITARY, CIVIL
 002 DEFENSE AND VETERANS SERVICES
 003 -00

001 -001 REORGANIZE THE DEPARTMENT. AS 13,700 AS 13,630 I JUL 15 74 IMPLEMENTED BY SPECIAL SESSION.
 002 P.L.1974, C.709.

001 -002 CONSOLIDATE STORAGE AREAS OF MILI-
 002 TARY AND CIVIL DEFENSE INTO AVAIL-
 003 ABLE SPACE AT CAMP KEYES. L JUL 15 74 BUILDING HAS BEEN LOCATED. WILL
 004 REQUEST FUNDS FOR RENOVATIONS FROM
 005 107TH LEGISLATURE.

001 -01 MILITARY BUREAU

001 -003 ELIMINATE STATE FUNDING THE AIR
 002 NATIONAL GUARD. AS 29,300 AS 0 S JUL 15 74 AWAITING RESULTS OF CONGRESSIONAL
 003 STUDY, JAN. 1975.

001 -004 PHASE OUT THE POSITION OF MILITARY
 002 OPERATIONS SPECIALIST. AS 5,500 AS 820 I JUL 15 74 UTILIZED \$4,680 OF ESTIMATED
 003 SAVINGS FOR NEEDED CLERK TYPIST
 004 POSITION.

001 -008 DETERMINE THE FEASIBILITY OF
 002 UTILIZING CONTRACTED SERVICES FOR
 003 THE MAINTENANCE OF STATE PROPERTIES. P JUL 15 74 DEPARTMENT HAS CONTRACTED SERVICES
 004 USING AVAILABE MONEY. ANTICIPATING
 005 A SAVINGS IN MILEAGE AND PERSONNEL
 006 HOURS.

001 -006 REVIEW THE PERSONNEL POLICY TO ALLOW
 002 CREDIT FOR ACTIVE DUTY TRAINING. I JUL 15 74

001 -02 BUREAU OF CIVIL DEFENSE

001 -007 REORGANIZE THE BUREAU OF CIVIL
 002 DEFENSE. AS 18,000 AS 1,920
 003 (FEDERAL) AS 18,000 AS 1,920
 004 OI 2,000 P JUL 15 74 REORGANIZATION 75% COMPLETE. DUE
 005 TO ENERGY CRISIS AND SUBSEQUENT
 006 CHANGE IN SCOPE OF THIS BUREAU.

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MONTH-DY-YR

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SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION          *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE$-----REMARKS-----

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007
008

PORTIONS OF THE RECOMMENDATIONS
ARE NO LONGER PRACTICAL.

001 -03 BUREAU OF VETERANS SERVICES

001 -008 ELIMINATE THE POSITION OF ASSISTANT
002 SUPERVISOR.

AS 10,600 AS 700 I JUL 15 74 THE POSITION OF ASSISTANT SUPERVISOR WAS ELIMINATED THROUGH RECLASSIFICATION TO A VETERANS' COUNSELOR, DEC. 1973, AT A NET ANNUAL SAVINGS OF \$770.

001 -009 DO NOT FILL THE POSITION OF
002 SECRETARY AT THE VETERANS MEMORIAL
003 CEMETERY.

AA 4.600 AA 4.600 I JUL 15 74

001 -010 MOVE THE LEWISTON FIELD OFFICE TO
002 THE NEWLY CONSTRUCTED STATE ARMY.
003

AS 900 AS 0 N JUL 15 74 SPACE NOT AVAILABLE AND SUGGESTED
LOCATION MOST CONVENIENT.

001 -011 STUDY THE FEASIBILITY OF UTILIZING
002 CONTRACTED SERVICES TO PERFORM
003 CERTAIN FUNCTIONS AT THE VETERANS
004 MEMORIAL CEMETERY.

I JUL 15 74 STUDY COMPLETED. DATA COLLECTED
SHOWS THAT CONTRACTING FOR SER-
VICES IS NOT FEASIBLE AT THIS
TIME.

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *HMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 23 DEPARTMENT OF PUBLIC SAFETY
002 -00

001 -001 REDUCE VEHICLE MAINTENANCE COSTS. AS 1,500 AS O I JUL 15 74 COMPLETED IN OCTOBER OF 1973.

001 -002 ACCELERATE THE UTILIZATION OF
002 AUTOMATIC DATA PROCESSING. AC 56,953
003 OC 10,509 P R JUL 15 74 LEGISLATION REGARDING FUNDS WAS
004 DEFEATED; PARTIAL IMPLEMENTATION
005 HAS TAKEN PLACE.

001 -003 COMBINE SUPPLY WITH ADMINISTRATIVE
002 SERVICES AND BUDGET CONTROL. AS 13,500 AS O I JUL 15 74 SAVINGS CITED BY THE SURVEY WAS
003 THE SALARY OF AN OFFICER IN STATE
004 POLICE. IMPLEMENTATION WILL NOT
005 ELIMINATE THE OFFICER'S REPLACE-
006 MENT SALARY.

001 -004 CONSIDER CONSTRUCTING AN ADDITIONAL
002 FLOOR ON THE HEADQUARTERS GARAGE. I JUL 15 74 THE BUREAU OF PUBLIC IMPROVEMENT
003 DETERMINED AN ADDITIONAL FLOOR
004 WOULD NOT BE FEASIBLE.

001 -005 HIRE A CLERK TO PROCESS LAW ENFORCE-
002 MENT PLANNING AND ASSISTANCE AGENCY
003 (LEPAA) GRANTS. (FEDERAL) AC 6,800 AC 7,179 I JUL 15 74 COMPLETED IN JULY OF 1973.
004

001 -006 SUPPLY EACH BUREAU DIRECTOR A
002 MONTHLY STATEMENT OF THE FINANCIAL
003 CONDITION, INCOME, AND EXPENDITURE
004 ANALYSIS. I JUL 15 74 COMPLETED IN JULY OF 1973.

001 -007 INSTALL PERSONNEL PROCEDURES. I JUL 15 74

001 -008 REVIEW THE POLICY REGARDING MEAL
002 ALLOWANCES. I JUL 15 74 FUNDS NECESSARY FOR ACTION FOLLOW-
003 ING REVIEW WERE NOT APPROVED FOR
004 BUDGET PERIOD ENDING JUNE 30,
005 1975.

001 -01 BUREAU OF STATE POLICE

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001	-009 REVIEW USE OF PREMIUM GRADE GASOLINE AS	42,000 AS		O I	JUL	15 74	ALL FACILITIES IN THE STATE HAVE BEEN CONVERTED TO REGULAR GAS; DRASTIC INCREASES IN FUEL COST IN THE PAST YEAR HAVE MORE THAN OFF-SET ANY SAVINGS THAT WOULD HAVE BEEN REALIZED.
002							
003							
004							
005							
006							
001	-010 INCREASE THE STAFF OF THE TRUCK WEIGHTS SECTION OF THE TRAFFIC DIVISION.		AC 24,315				
002		AI 120,000 AI 90,000					
003		OC 11,500 OC 20,921 I			JUL	15 74	THE 106TH REGULAR LEGISLATURE APPROVED TWO ADDITIONAL OFFICERS; SURVEY SUGGESTED THREE OFFICERS. PRIVATE AND SPECIAL LAWS-1973; CHAPTERS 106 AND 108.
004							
005							
006							
007							
008							
001	-011 DISCONTINUE ASSIGNING POLICE OFFICERS AS LIAISON OF THE BUREAU OF CIVIL DEFENSE.	AS 16,500		I	JUL	15 74	
002							
003							
001	-012 FURNISH CRIMINAL INVESTIGATION WITH SMALL, ECONOMY-CLASS CARS.	AS 9,500 AS 3,636					
002		OS 23,000 OS 6,000 I			JUL	15 74	
003							
001	-013 DISCONTINUE ASSIGNMENT OF POLICE OFFICERS TO NONENFORCEMENT DUTIES.	AC 17,500 AC 20,482	P R	JUL	15 74		LEGISLATIVE APPROPRIATION WAS DENIED. A LIEUTENANT HAS BEEN REPLACED BY A CIVILIAN. REQUEST WILL BE MADE TO REPLACE A SARGENT AND A TROOPER.
002							
003							
004							
005							
006							
001	-014 STOP REQUIRING 48-HOUR ACCIDENT REPORTS BE MAILED TO THE TRAFFIC DIVISION	AS 6,800 AS 6,800	I	JUL	15 74		PUBLIC LAWS OF 1974; CHAPTER 689. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
002							
003							
004							
005							
001	-015 ELIMINATE A CLERK-TYPIST POSITION IN THE CRIMINAL IDENTIFICATION DIVISION.	AS 5,100 AS 5,100	I	JUL	15 74		
002							
003							

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-016 BUY RADIAL INSTEAD OF BIAS-PLY TIRES AS	9,000 AS	9,000 P	JUL 15 74	PERFORMANCE REVIEW AND TESTING IS STILL UNDERWAY. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
002					
003					
004					
001	-017 ISSUE BEANO LICENSES MONTHLY.	AS 7,200 AS	728 I	JUL 15 74	SAVINGS RESULT ONLY FROM REDUCED NUMBER OF MAILINGS. COMPLETED OCTOBER 3, 1973 (PUBLIC LAWS OF 1973; CHAPTER 102).
002					
003					
004					
001	-018 HIRE CIVILIAN COMMUNICATIONS OPERATORS TO FREE ENLISTED PERSONNEL FOR FIELD WORK.	AC 76,000 AC	63,226 I	JUL 15 74	PRIVATE AND SPECIAL LAWS OF 1973; CHAPTERS 106 AND 108.
002					
003					
004					
001	-019 CHARGE THE MAINE TURNPIKE AUTHORITY FOR ACTUAL COSTS OF PROVIDING HIGHWAY PATROL.	AA 199,000	N	JUL 15 74	BOTH THE COMMISSIONER OF TRANSPORTATION AND THE CHIEF OF THE MAINE STATE POLICE FEEL THAT FURTHER STUDY IS NECESSARY. REVENUES FROM GASOLINE TAXES MAY OFFSET ANY PATROL COSTS.
002					
003					
004					
005					
006					
007					
008					
001	-020 INSTALL A UNIFORM CRIME-REPORTING SYSTEM.		I	JUL 15 74	PUBLIC LAWS OF 1974; CHAPTER 707.
002					
001	-02 LIQUOR ENFORCEMENT BUREAU				
001	-021 CONSIDER REQUIRING BARTENDERS TO REGISTER AND OBTAIN A LICENSE.		S	JUL 15 74	STUDY ORDER BY 106TH SPECIAL SESSION.
002					
003					
001	-022 ISSUE BARTENDER LICENSES ON A STAGGERED 3-YEAR RENEWAL BASIS.		S	JUL 15 74	STUDY ORDER BY 106TH SPECIAL SESSION
002					
003					
001	-023 USE A STANDARDIZED INSPECTION REPORT TO OBTAIN IMPROVED INSPECTION DOCUMENTATION.		I	JUL 15 74	
002					
003					
001	-024 REQUIRE FIELD INSPECTORS TO USE				

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

002	DICTATING EQUIPMENT WHEN PREPARING								
003	FIELD REPORTS.	AA	31,000	AA	31,000				
004		OC	2,300	OC	2,300	I	JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING
005									FINAL DETERMINATION.
001	-025 ESTABLISH A PROGRAM FOR MEASURING								
002	PRODUCTIVITY OF INSPECTORS.	AS	11,500	AS		0 I	JUL	15 74	SAVINGS CITED BY THE SURVEY ARE
003									REALLY AN EFFICIENCY IMPROVEMENT
004									ESTIMATE, NOT AN ACTUAL SAVINGS.
001	-026 STOP PERFORMING LICENSING ACTIVITIES								
002	NORMALLY ACCOMPLISHED BY THE BUREAU								
003	OF ALCOHOLIC BEVERAGES.					I	JUL	15 74	
001	-03 FIRE PREVENTION BUREAU								
001	-027 ASSESS INSURANCE COMPANIES A FEE								
002	OF 0.75% ON FIRE INSURANCE PREMIUMS.	AI	83,000				R JUL	15 74	A REQUEST TO INCREASE FEE TO .75%
003									WAS DENIED BY SPECIAL SESSION.
004									CHAPTER 727 OF 1974 PUBLIC LAWS
005									DID CORRECT AN ERROR IN PREVIOUS
006									LEGISLATION ADDING \$46,000 IN
007									REVENUES.
001	-028 REORGANIZE THE BUREAU.	AC	102,100	AC	91,123	I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 727.
001	-029 PERFORM FIRE SAFETY INSPECTIONS								
002	ANNUALLY.					I	JUL	15 74	
001	-030 CHARGE A FEE TO COVER PROCESSING								
002	COSTS FOR TAKING AN EXAMINATION.	AI	2,800	AI	2,800	I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 725.
003									SURVEY ESTIMATE ACCEPTED PENDING
004									FINAL DETERMINATION.
001	-031 REVISE THE FEE SCHEDULE FOR INSPEC-								
002	TION AND ISSUANCE OF LICENSES AND								
003	PERMITS.	AI	6,800	AI	8,045	I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 725.
001	-032 ISSUE OCCUPATIONAL LICENSE RENEWALS								
002	ON A 2-YEAR BASIS.	AS	2,000	AS		0 S	JUL	15 74	REFERRED TO 107TH LEGISLATURE.
001	-033 INSTALL A COST ACCOUNTING SYSTEM.	AS	5,300	AS	5,300	I	JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING

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I=INCOME	=I		MONTH-DY-YR

 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

002

FINAL DETERMINATION.

001	-034	TRANSFER UNEXPENDED DEDICATED FUNDS							
002		TO THE GENERAL FUND AT THE END OF							
003		FISCAL 1973.	OT	335,400		P	JUL	15 74	PUBLIC LAWS OF 1974. CHAPTER 744
004									SETS UP THE MECHANISM FOR THE
005									LEGISLATURE TO REVIEW.
001	-035	ESTABLISH A PROGRAM FOR MEASURING							
002		PRODUCTIVITY OF INSPECTORS.	AS	12,900 AS		O I	JUL	15 74	SAVINGS CITED BY THE SURVEY IS
003									REALLY AN EFFICIENCY IMPROVEMENT
004									ESTIMATE; NOT AN ACTUAL SAVINGS.
001	-04	VEHICLE EQUIPMENT SAFETY COMMISSION							
001	-036	TRANSFER FUNCTIONS OF THE VEHICLE							
002		SAFETY EQUIPMENT COMMISSION TO THE							
003		DEPARTMENT OF TRANSPORTATION.				I	JUL	15 74	COMPLETED IN OCTOBER OF 1973;
004									PUBLIC LAWS OF 1973; CHAPTER 222.

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 MONTH-DY-YR

 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 24 DEPARTMENT OF BANKS AND BANKING
 002 -00

001 -111 STOP CONDUCTING ANNUAL ON-SITE
 002 AUDITS OF STATE-CHARTERED FINANCIAL
 003 INSTITUTIONS EXAMINED BY THE FOIC
 004 OR THE FEDERAL RESERVE BANK.

AS 27,500

S JUL 15 74 REFERRED TO 107TH. BANKING STUDY
 ADVISORY COMMITTEE WILL FORWARD
 RECOMMENDATIONS FOR THEIR CONSIDERATION.

001 -112 TERMINATE THE FEDERAL EXEMPTION TO
 002 THE TRUTH IN LENDING ACT.

S JUL 15 74 SEE ABOVE.

001 -113 TRANSFER IDLE, UNEXPENDED DEDICATED
 002 FUNDS TO THE GENERAL FUND.
 003

AT 21,000
 OT 102,500

P JUL 15 74 IMPLEMENTATION BEGUN UNDER SECTION
 9 OF L.O.2406.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 25 DEPARTMENT OF INSURANCE
 002 -00

001	-001 CHARGE EACH COMPANY FOR EXPENSES									
002	INCURRED FOR EXAMINATIONS REQUIRED									
003	BY LAW.	AI	54,000	AI	0	R	JUL	15 74	L.D.2403 SUBMITTED AND REJECTED.	
004									BILL WAS REWRITTEN (L.D.2534) AND	
005									RECOMMENDATIONS #1 AND #2 WERE	
006									DELETED.	
001	-002 EMPLOY TWO ADDITIONAL EXAMINERS.	AS	5,500			R	JUL	15 74	SEE #1.	
001	-003 ISSUE OR RENEW LICENSES FOR 2-YEAR									
002	TERMS.	AS	5,900	AS	0 I				L.D.2534.	
001	-004 CHARGE SALARIES AND EXPENSES FOR THE									
002	FIRST DEPUTY COMMISSIONER AND CLERK-									
003	STENO TO THE DEDICATED FUND BUDGET.	AT	26,600							
004				AS	25,988	I	JUL	15 74	SALARIES CHARGED TO THE DEDICATED	
005									FUND RESULT IN A SAVINGS IN THE	
006									GENERAL FUND AND A SAVINGS TO THE	
007									MAINE TAXPAYER.	
001	-005 TRANSFER UNEXPENDED DEDICATED FUNDS									
002	ACCUMULATED BY THE DEPARTMENT TO THE									
003	GENERAL FUND.	AT	9,400							
004		OT	197,000							
005				CA	199,600	P	JUL	15 74	IMPLEMENTATION BEGUN UNDER SEC.9	
006									OF C.D.2406. EXECUTIVE ACTION INI-	
007									TIATED TO USE DEDICATED FUNDS TO	
008									FINANCE A LARGER PORTION OF	
009									BUREAU'S EXPENSES. SURPLUS TO BE	
010									REDUCED BY COST AVOIDANCE LISTED	
011									IN FISCAL '75.	

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 26 REAL ESTATE COMMISSION
 002 -00

001	-001 PUBLISH ONLY ONE LIST OF NAMES AND								
002	ADDRESSES OF LICENSEES.	AS	2,300 AS	2,193 I	JUL	15 74			
001	-002 CHANGE THE ROSTER MAILING LIST.	AS	400 AS	815 I	JUL	15 74			
001	-003 PROVIDE THE ADMINISTRATIVE OFFICER								
002	WITH A PRIVATE OFFICE.	OC	2,000 OC	150 I	JUL	15 74	TEMPORARILY NO LONGER POSSIBLE		
003							DUE TO LACK OF SPACE.		
001	-004 ISSUE BIENNIAL LICENSES AT CURRENT								
002	RATE.	AS	2,100	I	JUL	15 74	L.D.2382.		
001	-005 TRANSFER UNEXPENDED DEDICATED FUNDS								
002	TO THE GENERAL FUND.	AT	12,800 AT	15,000					
003		OT	46,800 OT	50,000 P	JUL	15 74	IMPLEMENTATION BEGUN UNDER SECTION		
004							9 OR L.D.2406.		

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MCNTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 27 BOXING COMMISSICN
002 -00

001 -001 DC NOT MAKE RULE CHANGES AFFECTING
002 BOXING WITHOUT FORMAL NOTICE AND A
003 HEARING.

I JUL 15 74 L.D.2390.

001 -002 ASSIGN ONLY ONE MEMBER OF THE COM-
002 MISSION TO ATTEND EACH BOXING EVENT. AS 1,000
003
004
005
006

N JUL 15 74 TWO MEMBERS REQUIRED AT EVEN THE
SMALLEST PROMOTION TO CARRY OUT
COMMISSION'S LEGAL RESPONSIBILI-
TIES. IMPLEMENTATION WOULD HAVE
RESULTED IN A \$500. SAVINGS.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 28 HARNESS RACING COMMISSION

002 -00

001 -001 ABSORB THE CLERICAL WORK LOAD,
 002 RESPONSIBILITIES, AND RECORDS OF THE
 003 RUNNING HORSE RACING COMMISSION.
 004
 005
 006
 007

R JUL 15 74 L.D.2433 REJECTED. THE HARNESS
 RACING COMMISSION HAS BEEN REOR-
 GANIZED INTO THE DEPT. OF AGRI-
 CULTURE. THERE IS NO LONGER ANY
 RUNNING RACING IN MAINE.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION. *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 ~~2~~ RUNNING HORSE RACING COMMISSION

002 -10

001 -001 PHASE OUT THE POSITION OF EXECUTIVE
 002 SECRETARY AND TRANSFER RESPONSIBIL-
 003 ITIES TO THE HARNESS RACING COM-
 004 MISSION.

AS	9,200 AS	9,200 I	JUL	15 74	L.D.2433 WAS REJECTED. HOWEVER, DEPARTMENT TAKEN STEPS TO IMPLE- MENT AS FAR AS POSSIBLE. EXEC. SEC. POSITION HAS BEEN PHASED OUT.
----	----------	---------	-----	-------	---

001 -002 ELIMINATE SEASONAL EMPLOYEE
 002 POSITIONS.

AS	17,100 AS	17,100 I	JUL	15 74
----	-----------	----------	-----	-------

001 -003 ABOLISH THE COMMISSION.

AS	3,900 AS	3,900 I	JUL	15 74	L.D.2433 REJECTED. DEPARTMENT TAKEN STEPS TO IMPLEMENT AS FAR AS POSSIBLE. COMMISSION NO LONGER EXISTS. HOWEVER THE STATUTE RE- MAINS ON THE BOOKS.
----	----------	---------	-----	-------	---

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 30 MAINE INDUSTRIAL BUILDING AUTHORITY
002 -00

001 -001 COMBINE THE MAINE INDUSTRIAL
002 BUILDING AUTHORITY (MIBA), MAINE
003 RECREATION AUTHORITY (MRA), AND
004 THE MAINE MUNICIPAL SECURITIES
005 APPROVAL BOARD (MMSAB).
006
007

AS 8,800 AS 0 I JUL 15 74 THE 106TH LEGISLATURE CREATED THE
MAINE GUARANTEE AUTHORITY. P.L.
1973, C. 633.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 31 MAINE MUNICIPAL SECURITIES APPROVAL
 002 BOARD
 003 -00

001 -001 CHARGE COMPANIES MAKING APPLICATIONS
 002 A FEE WHICH CANNOT BE RETURNED. AI 1,700 AI 0 N JUL 15 74 THE NEW MAINE GUARANTEE AUTHORITY
 003 WILL ABSORB THE COST OF PROCESSING
 004 THE APPLICATIONS AS OF 7-1-75.

001 -002 COMBINE THE MAINE MUNICIPAL SECUR-
 002 ITIES BOARD, MAINE INDUSTRIAL
 003 BUILDING AUTHORITY, AND THE MAINE
 004 RECREATION AUTHORITY. I JUL 15 74 THE 106TH REGULAR SESSION CREATED
 005 THE MAINE GUARANTEE AUTHORITY.
 006 P.L.1973, C.633.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	32	PUBLIC UTILITIES COMMISSION					
002	-00						
001	-001	STOP COLLECTING ANNUAL FEES FOR					
002		COMMON CARRIER CERTIFICATES AND					
003		CONTRACT CARRIER AND INTERSTATE					
004		CARRIER PERMITS.		AC	57,000	R JUL 15 74	L.O.2441 REJECTED.
001	-002	INCREASE THE IDENTIFICATION DEVICE					
002		FEE FOR STRAIGHT TRUCKS AND FLOATER					
003		PLATES.		AI	22,000	R JUL 15 74	L.O.2441 REJECTED.
001	-003	RELOCATE THE ENGINEERING TECHNICIAN					
002		FROM THE TRANSPORTATION DIVISION.				I JUL 15 74	
001	-004	ELIMINATE THE POSITION OF ASSISTANT					
002		SECRETARY.		AS	9,200	R JUL 15 74	L.O.2383 REJECTED.
001	-005	TRANSFER THE TRANSPORTATION DIVI-					
002		SION'S IDLE DEDICATED FUNDS TO THE					
003		GENERAL FUND.		AT	171,000		
004				OT	452,300	P JUL 15 74	IMPLEMENTATION BEGUN UNDER SECTION 9 OF L.O.2406.
005							
001	-006	REQUIRE RAILROADS AND UTILITIES TO					
002		PAY FEES FOR REQUESTS FOR RATE					
003		CHANGES OR DISCONTINUED SERVICE					
004		APPLICATIONS.				R JUL 15 74	L.O.2441 REJECTED.
001	-007	OBLIGATE UTILITIES AND RAILROADS TO					
002		PAY A FEE FOR FILING ANNUAL REPORTS.		AI	11,000	R JUL 15 74	L.O.2441 REJECTED.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 33 INDUSTRIAL ACCIDENT COMMISSION
 002 -00

001 -001 REDUCE THE COMMISSION FROM FOUR TO
 002 TWO MEMBERS AND REEVALUATE THE PAY
 003 RANGE. AS 23,800 AS 0 S JUL 15 74 L.D. 2393 AN ACT TO REDUCE THE
 004 APPCINTED MEMBERS OF THE INDUSTRI-
 005 AL ACCIDENT COMM. FROM FOUR TO TWO
 006 AND RE-EVALUATE THE PAY RANGE WAS
 007 REFERRED TO THE 107TH LEGISLATURE.

001 -002 DELETE THE BUDGETED POSITION OF
 002 HEARINGS REPORTER. AA 11,300 AA 11,300 I JUL 15 74 IMPLEMENTED-MARCH, 1974.

001 -003 ELIMINATE THE BUDGETED CLERK-TYPIST. AA 5,200 AA 3,447 I JUL 15 74 \$1,753 OF THE RECOMMENDED SAVINGS
 002 WERE UTILIZED FOR NECESSARY UP-
 003 GRADING OF ANOTHER POSITION.

001 -004 PHASE OUT THE POSITION OF REHABILI-
 002 TATION COUNSELOR AND UTILIZE
 003 SERVICES OF THE DEPARTMENT OF HEALTH
 004 AND WELFARE. AS 12,800 AS 0 N JUL 15 74 IT IS NOT IN THE BEST INTEREST OF
 005 THE INSURED EMPLOYEE TO IMPLEMENT
 006 THE RECOMMENDATION.

001 -005 DELETE THE POSITION OF CLERK-STENO
 002 WHEN THE SIZE OF THE COMMISSION IS
 003 REDUCED. AS 6,300 AS 0 S JUL 15 74 THIS RECOMMENDATION IS BASED ON
 004 REDUCING THE SIZE OF THE COMMIS-
 005 SION WHICH THE LEGISLATURE REJECT-
 006 ED.

001 -006 STOP PAYING THE EX OFFICIO MEMBER OF
 002 THE COMMISSION THE ANNUAL FEE. AS 1,000 AS 1,000 I JUL 15 74 THE SPECIAL SESSION ENACTED P.L.
 003 1974 C. 715.

001 -007 REVIEW RETENTION OF FILED MATERIALS
 002 AND CONSIDER MICROFILMING NECESSARY
 003 RECORDS. I JUL 15 74

001 -008 OBTAIN THE ANALYSIS OF INCOME AND
 002 EXPENDITURES REPORT TO THE COMMIS-

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003 SION WITHIN 10 DAYS. S JUL 15 74

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 34 CHIEF MEDICAL EXAMINER
002 -00

001 -001 PROVIDE REGULAR ANNUAL REPORTS ON
002 OPERATIONS OF THE CHIEF MEDICAL
003 EXAMINER.

I JUL 15 74

001 -002 TRANSFER THE REPORT REVIEWING AND
002 BUDGETARY APPROVAL FUNCTIONS OF THE
003 EXAMINER TO THE COMMISSIONER OF
004 PUBLIC SAFETY.

I JUL 15 74 PUBLIC LAWS OF 1974; CHAPTER 722.
APPROVAL FUNCTIONS NOW VESTED WITH
THE ATTORNEY GENERAL'S OFFICE.

005
006

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SEQ #*CCNTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 35 EXAMINING AND CERTIFYING BOARDS
002 -01

001 -001 ORGANIZE ADMINISTRATIVE AND SERVIC-
002 ING FUNCTIONS OF BOARDS INTO A
003 CENTRAL PROFESSIONAL AND OCCUPA-
004 TIONAL LICENSING BUREAU.
005
006
007

S JUL 15 74 THE SPECIAL SESSION REFERRED L.D.
2470 TO THE 107TH LEGISLATURE.
THIS IS CURRENTLY BEING STUDIED BY
THE LEGISLATIVE STAFF.

001 -002 REQUIRE BOARDS TO PROVIDE CENTRA-
002 LIZED AUTOMATION OF LICENSE RENEWALS
003 AND PREPARATION OF STATISTICS AS
004 SOON AS POSSIBLE.
005
006
007
008

AS 1,000
OC 28,000

S JUL 15 74 THE SPECIAL SESSION REFERRED L.D.
2470 TO THE 107TH LEGISLATURE.
THIS IS CURRENTLY BEING STUDIED BY
THE LEGISLATIVE STAFF.

001 -003 RENEW LICENSES EVERY 2 YEARS. AS 6,100
002
003
004

S JUL 15 74 THE SPECIAL SESSION REFERRED L.D.
2470 TO THE 107TH LEGISLATURE.
THIS IS CURRENTLY BEING STUDIED BY
THE LEGISLATIVE STAFF.

001 -004 APPOINT A PUBLIC MEMBER TO EACH OF
002 THE 25 BOARDS WHICH HAS NO SUCH
003 REPRESENTATION.
004
005
006
007

S JUL 15 74 L.D. 2381 WAS REJECTED BY THE
SPECIAL SESSION, HOWEVER, THIS IS
CURRENTLY UNDER STUDY BY THE LEG-
ISLATIVE STAFF AND MAY BE SUBMIT-
TED TO THE 107TH.

001 -005 REQUIRE EACH BOARD TO PROVIDE AN
002 ANNUAL REPORT OF ITS FISCAL AND
003 PROGRAM ACTIVITIES.
004

I JUL 15 74 THE REGULAR SESSION OF THE 106TH
ENACTED P.C. 1974, CH. 744.

001 -006 ESTABLISH GUIDELINES FOR ANNUAL
002 REPORTS.
003

I JUL 15 74 THE REGULAR SESSION OF THE 106TH
ENACTED P.L. 1974, C. 744.

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LINE NO.	DESCRIPTION	AS	AS	I	P	DATE	REMARKS
001 002 003 004	-007 ESTABLISH A PROCEDURE AT ANNUAL MEETINGS OF ALLOWING FOR ORAL REPORTS AND ANSWERING QUESTIONS.				P	JUL 15 74	MANY BOARDS ARE NOW IMPLEMENTING THIS RECOMMENDATION.
001 002 003 004 005 006	-008 INCLUDE THE BOARDS NOT NOW COVERED UNDER THE ADMINISTRATIVE CODE.				S	JUL 15 74	L.D. 2381 WAS REJECTED BY THE SPECIAL SESSION. HOWEVER, THIS IS CURRENTLY UNDER STUDY BY THE LEGISLATIVE STAFF AND MAY BE SUBMITTED TO THE 107TH.
001 002 003 004 005 006	-009 REQUIRE THE BOARDS TO MAINTAIN AND PURGE THIER FILES IN ACCORDANCE WITH APPROVED RECORD RETENTION SCHEDULES.				P	JUL 15 74	MOST BOARDS ARE IMPLEMENTING A SYSTEM FOR PURGING AND MAINTAINING THEIR FILES.
001 002 003 004 005 006 007	-010 ESTABLISH LIMITS FOR OUT-OF-STATE TRAVEL COSTS FOR BOARD MEMBERS.	AS	5,600 AS	5,600 I		JUL 15 74	BOARD MEMBERS ARE SUBJECT TO THE SAME LIMITS AND REGULATIONS ESTABLISHED BY THE EXECUTIVE COUNCIL FOR STATE EMPLOYEES. THE SURVEY SAVINGS ESTIMATE HAS BEEN ACCEPTED PENDING A FINAL DETERMINATION.
001 002 003 004 005	-011 COORDINATE INSPECTION ACTIVITIES OF THE BARBERS AND HAIRDRESSERS BOARDS.	AS	9,400 AS	0	P	JUL 15 74	MEETINGS ARE CURRENTLY BEING HELD TO WORK OUT THE ADMINISTRATIVE PROBLEMS.
001 002 003 004 005 006	-012 REQUIRE BOARDS RECEIVING FREE STAFF SUPPORT OR SPACE FROM GENERAL FUND DEPARTMENTS TO PAY COSTS OF SERVICES AT		8,700 AS	0	I	JUL 15 74	SAVINGS MAY NOT BE CLAIMED. THE BOARDS MENTIONED PAY FOR SERVICES RECEIVED THEREFORE DO NOT NEED TO REIMBURSE THE GENERAL FUND.
001 002	-013 REQUIRE THE BOARD OF HAIRDRESSERS TO SUBLET OR DISCONTINUE RENTING ITS						

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003	FACILITIES.	AS	3,800 AS	0	S	JUL 15 74	THE EXAMINATION FACILITIES ARE INCLUDED IN THE LEASE WHICH COVERS OFFICE SPACE AND DOES NOT EXPIRE UNTIL 1976.
004							
005							
006							
001	-014 TRANSFER DEDICATED FUND BALANCES OF						
002	THE 26 BOARDS TO THE GENERAL FUND AT						
003	THE END OF FISCAL 1973.	OT	471,790		P	JUL 15 74	LEGISLATION IS ONLY PARTIALLY RESPONSIVE TO THIS RECOMMENDATION. P.L. 1974, C. 744 DOES REQUIRE AN ACCOUNTING TO THE LEGISLATURE.
004							
005							
006							
001	-015 STANDARDIZE PER DIEM PAYMENTS.				S	JUL 15 74	L.D. 2381 WAS REJECTEC BY THE SPECIAL SESSION, HOWEVER, THIS IS CURRENTLY UNDER STUDY BY THE LEGISLATIVE STAFF AND MAY BE SUBMITTED TO THE 107TH LEGISLATURE.
002							
003							
004							
005							

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *HMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 36 PUBLIC EDUCATION IN MAINE
002 -00

001 -001 TRANSFER RESPONSIBILITY FOR POST-
002 SECONDARY VOCATIONAL EDUCATION FROM
003 THE BOARD OF EDUCATION TO THE
004 UNIVERSITY OF MAINE.

R JUL 15 74 TRANSFER OF PUBLIC POST-SECONDARY
VOCATIONAL EDUCATION RESPONSIBILITIES WAS PRESENTED TO THE LEGISLATURE BUT REJECTED (L.O. 2417).

001 -002 CREATE THE MAINE EDUCATION COMMISSION TO DEVELOP A COMESIVE SYSTEM OF
002 EDUCATION AS WELL AS PROVIDE GUIDANCE TO LEGISLATIVE ACTION
003
004 AC 40,000

R JUL 15 74 "AN ACT TO CREATE A MAINE EDUCATION COMMISSION" WAS PASSED BY THE LEGISLATURE WITHOUT ANY APPROPRIATION BUT WAS NOT SIGNED BY THE GOVERNOR.

001 -003 VEST IN THE PROPOSED MAINE EDUCATION COMMISSION ALL HIGHER EDUCATION
002 RESPONSIBILITIES.
003
004
005
006
007

R JUL 15 74 LEGISLATION WAS PRESENTED IN L.O. 2537 IN CONJUNCTION WITH 36-88-002 WAS APPROVED WITHOUT ANY ENABLING FUNDS BUT FAILED TO RECEIVE THE GOVERNOR'S SIGNATURE.

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001 37 DEPARTMENT OF EDUCATIONAL AND
 002 CULTURAL SERVICES.
 003 00

001 -001 DIVEST THE BOARD OF EDUCATION OF ITS
 002 AUTHORITY OVER MATTERS AFFECTING THE
 003 DEPARTMENT.
 004
 005
 006
 007

S R JUL 15 74 AN ACT WAS INTRODUCED, L.D.2432,
 TO ABOLISH THE STATE BOARD OF ED-
 UCATION. THE MEASURE FAILED OF EN-
 ACTMENT BUT AN ORDER WAS APPROVED
 DIRECTING THE LEGISLATIVE COUNCIL
 TO STUDY THE DUTIES OF THE STATE
 BOARD OF EDUCATION AND REPORT TO
 THE NEXT SESSION OF THE LEGISLA-
 TURE.

001 -002 DEFINE THE ROLE OF THE BOARD OF
 002 EDUCATION AS ADVISORY TO THE COM-
 003 MISSIONER.
 004
 005
 006
 007

S JUL 15 74 THE RECOMMENDATION IS BEING STUD-
 IED BY THE LEGISLATIVE COUNCIL AND
 A REPORT OF FINDINGS AND RECOMMEN-
 DATIONS IS TO BE PRESENTED TO THE
 107TH LEGISLATURE.

001 -003 ABOLISH THE MAINE STATE COMMISSION
 002 ON THE ARTS AND HUMANITIES.
 003
 004
 005
 006

R JUL 15 74 L.D.2437 DESIGNED TO ABOLISH THE
 MAINE STATE COMMISSION ON THE ARTS
 AND HUMANITIES WAS PRESENTED BUT
 WAS DEFEATED BY UNANIMOUS COMMIT-
 TEE ACTION.

001 -004 ABOLISH THE STATE MUSEUM COMMISSION.
 002
 003

R JUL 15 74 L.D.2431, AN ACT TO ABOLISH THE
 STATE MUSEUM COMMISSION WAS PRE-
 SENTED BUT FAILED OF PASSAGE.

001 -005 DELEGATE PROGRAM APPROVAL AND POLICY
 002 SETTING AUTHORITY FOR OPERATIONS OF
 003 THE STATE MUSEUM AND THE ARTS AND
 004 HUMANITIES BUREAUS TO THE COMMIS-
 005 SIONER.
 006
 007

R JUL 15 74 L.D.2430 WAS INTRODUCED TO IMPL-
 EMENT THE RECOMMENDATION BUT FAILED
 OF ENACTMENT.

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001 -006 ESTABLISH A CULTURAL COMMISSION TO
 002 ACT IN AN ADVISORY CAPACITY TO THE
 003 COMMISSIONER.
 004
 005
 006

R JUL 15 74 L.D.2426 WAS PRESENTED FOR ESTABLISHMENT OF AN ADVISORY CULTURAL COMMISSION BUT WAS DEFEATED BY UNANIMOUS COMMITTEE ACTION.

001 -007 REPEAL LEGISLATION STIPULATING
 002 DEPARTMENTAL ORGANIZATION.
 003
 004

R JUL 15 74 L.D.2428 WAS INTRODUCED TO ACCOMPLISH THE PURPOSE OF THE RECOMMENDATION BUT WAS DEFEATED.

001 -008 REORGANIZE THE DEPARTMENT.
 002
 003
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 007
 008
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 010
 011
 012

R JUL 15 74 THE DEPARTMENT, TO A LARGE EXTENT, HAS ADOPTED THE FORM OF ORGANIZATION RECOMMENDED EXCEPT FOR ITEMS REQUIRING LEGISLATIVE ACTION. LEGISLATION WAS DEFEATED INVOLVING THE ELIMINATION OF SEVERAL BUREAUS. WHILE SOME SAVINGS COULD RESULT FROM THE RECOMMENDED REORGANIZATION THE AMOUNT PROJECTED BY MAINE MANAGEMENT AND COST SURVEY CANNOT BE REALIZED WITHOUT ENABLING LEGISLATION.

001 -009 ORIENT THE PLANNING, EVALUATION, AND
 002 RESEARCH (PER) FUNCTION TOWARD
 003 CONSIDERING LONG-TERM DEPARTMENTAL
 004 OBJECTIVES IN COORDINATION WITH THE
 005 STATE PLANNING OFFICE.

(FEDERAL) AS 31,500 AS 21,590 I

JUL 15 74 THE DEPARTMENT HAS SUBSTANTIALLY IMPLEMENTED THE RECOMMENDATION THROUGH ELIMINATION OF 2 POSITIONS AND APPOINTMENT OF AN ACTING DIRECTOR FOR AN ANNUAL SAVING OF \$21,590. IN FEDERAL FUNDS. THE CONTRACT WITH THE FEDERAL GOVERNMENT REQUIRES THIS LEVEL OF PERSONNEL.

001 -010 EXPAND RESPONSIBILITIES OF THE

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SEQ *CONTROL *DEPARTMENT AND RECOMMENDATION          *NMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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002	003	004	005	006	007	008	001	002	003	004	005	006	007	008	009
PLANNING, EVALUATION, AND RESEARCH (PER) FUNCTION.							I	JUL	15 74	THE DEPARTMENT HAS CONSOLIDATED PLANNING FUNCTIONS AS RECOMMENDED. AN ACTING DIRECTOR HAS BEEN ASSIGNED TO PROVIDE SUPERVISION AND COORDINATE MANAGEMENT FUNCTIONS.					
-011 INCREASE CLERICAL ASSISTANCE TO THE PERSONNEL OFFICER'S STAFF TO ACCELERATE IMPLEMENTATION OF ADEQUATE PERSONNEL PROGRAMS AND CONTROL TECHNIQUES.							AC	6,000 AC	0 I	JUL	15 74	THE SURVEY RECOMMENDED AN ADDITIONAL PERSONNEL OFFICE POSITION. THE POSITION WAS PREVIOUSLY ESTABLISHED. CONSEQUENTLY, NO ACTION OR INCREASED COST IS INVOLVED.			
-012 ESTABLISH A MECHANIZED MAILING CENTER.							AC OC	12,000 AC 15,000 CC	4,867 2,800 P	JUL	15 74	THE RECOMMENDATION HAS BEEN PARTIALLY IMPLEMENTED EVEN THOUGH AN APPROPRIATION REQUESTED IN L.D. 2376 WAS NOT APPROVED. THE COMMISSIONER HAS EARMARKED \$7,200. IN FEDERAL TITLE V MONEY FOR IMPLEMENTING THE PROPOSAL. EXISTING STAFF HAS BEEN UTILIZED.			
-013 UTILIZE FULL REPRODUCTION CENTER SERVICES.									I	JUL	15 74	THE DEPARTMENT HAS TAKEN ACTION TO FULLY IMPLEMENT.			
-014 ESTABLISH A TYPING POOL.							AS	52,500	P	JUL	15 74	AN APPROPRIATION OF \$6,980 WAS REQUESTED IN L.D. 2376 BUT NO MONEY WAS APPROPRIATED OR IS NOW NEEDED. THE DEPARTMENT HAS CONTRACTED WITH I.B.M. TO PLAN A WORD PROCESSING CENTER. A CENTER HAS BEEN ESTABLISHED IN THE PLACEMENT AND CERTIFICATION SECTION. RESULTS WILL BE EVALUATED AND IF FAVOR-			

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SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

010
011
012
013

ABLE, EFFORTS WILL BE MADE TO EXPAND THE OPERATION DEPARTMENT-WIDE. THE AMOUNT OF ANNUAL SAVINGS IS AS YET UNDETERMINED.

001
002
003
004
005
006
007
008
009
010

-015 ESTABLISH AN OFFICE SERVICES GROUP RESPONSIBLE FOR THE MAIL CENTER, REPRODUCTION CENTER, OFFICE SUPPLIES AND TYPING POOL.

AC 8,000 AC

O P

JUL 15 74

THE DEPARTMENT HAS ESTABLISHED AN OFFICE SERVICES GROUP. FULL IMPLEMENTATION IS PLANNED AS SOON AS CLEARANCE CAN BE OBTAINED FOR EMPLOYMENT OF AN OFFICE MANAGER. SAVINGS ARE EXPECTED TO OFFSET COSTS.

001
002
003
004
005

-016 ESTABLISH AN ADMINISTRATION STAFF FUNCTION RESPONSIBLE FOR PERSONNEL, OFFICE SERVICES, AND INFORMATION.

AC 26,200 AC

26,200 I

JUL 15 74

FUNDS FOR THE PURPOSE ARE AVAILABLE BY TRANSFER FROM OTHER FUNCTIONS.

001
002
003
004
005
006

-017 EXPAND THE RESPONSIBILITIES OF THE FEDERAL-STATE COORDINATOR TO INCLUDE ADMINISTRATION OF ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) TITLE I, II AND III FUNDS.

I

JUL 15 74

THE PROPOSAL HAS BEEN FULLY IMPLEMENTED.

001
002
003
004
005
006
007
008
009

-018 ESTABLISH A FINANCE STAFF FUNCTION WHICH WOULD BE RESPONSIBLE FOR FISCAL MANAGEMENT AND FEDERAL FUND COORDINATION.

AC 26,200 AC

1,872 I

JUL 15 74

ALTHOUGH \$26,200 WAS REQUESTED IN L.D. 2376 NO MONEY WAS APPROPRIATED AND ONLY \$1,872 IS NOW REQUIRED. THE RECOMMENDATION WAS IMPLEMENTED IN DEPARTMENT REORGANIZATION IN OCTOBER 1973.

001
002
003

-019 CREATE THE BUREAU OF SCHOOL MANAGEMENT TO BE RESPONSIBLE FOR OPERATIONS, FACILITIES, AND SERVICES.

AC 26,200 AC

O I

JUL 15 74

DEPARTMENT REORGANIZATION HAS

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MNC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

004									PROVIDED FOR THE POSITIONS BY
005									TRANSFER WITHOUT AN INCREASE IN
006									STATE FUNDS. L.O. 2376 CONTAINED A
007									REQUEST FOR \$26,200. BUT NO FUNDS
008									WERE APPROVED OR ARE NOW NEEDED.
001	-020	CREATE THE BUREAU OF CULTURAL							
002		SERVICES WHICH WOULD BE RESPONSIBLE							
003		FOR THE STATE MUSEUM AND MAINE STATE							
004		LIBRARY.	AC	26,200			R JUL	15 74	IMPLEMENTATION WAS DEPENDENT UPON
005									LEGISLATION PRESENTED IN L.O. 2428
006									WHICH FAILED OF ENACTMENT. NO
007									ACTION IS POSSIBLE WITHOUT ENAB-
008									LING LEGISLATION.
001	-021	CREATE THE BUREAU OF INSTRUCTION TO							
002		COORDINATE CURRICULUM DEVELOPMENT							
003		AND SCHOOL APPROVAL, ADULT AND							
004		COMMUNITY EDUCATION, SERVICES,							
005		TEACHER TRAINING AND CERTIFICATION,							
006		AND INSTRUCTIONAL TELEVISION.	AC	26,200 AC			O I	JUL	15 74 DEPARTMENTAL REORGANIZATION IN
007									OCTOBER 1973 PROVIDED FOR ESTAB-
008									LISHING A BUREAU OF INSTRUCTION BY
009									INTERNAL TRANSFER.
001	-01	BUREAU OF CONTINUING EDUCATIONAL							
002		RESOURCES							
001	-022	TRANSFER FUNCTIONS AND STAFF OF							
002		HIGHER EDUCATION SERVICES AND							
003		FACILITIES TO THE MAINE EDUCATION							
004		COMMISSION.					R JUL	15 74	AN ACT DESIGNED TO IMPLEMENT THE
005									RECOMMENDATION WAS APPROVED BY THE
006									LEGISLATURE WITHOUT FUNDING BUT
007									WAS NOT SIGNED BY THE GOVERNOR.
001	-023	REORGANIZE THE BUREAU.							
002			(FEDERAL) AA	20,300 AA	20,300 I		JUL	15 74	THE BUREAU OF CONTINUING EDUCA-
003									TIONAL RESOURCES WAS ABOLISHED IN
004									OCTOBER 1973 AND 2 POSITIONS WERE
005									ELIMINATED FOR A COST AVOIDANCE OF
006									\$20,300 IN FEDERAL FUNDS. THE REC-

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007

RECOMMENDATION IS FULLY IMPLEMENTED.

001 -024 DIVIDE DUTIES OF THE TEACHER EDUCA-
002 TION ADVISOR BETWEEN THE CREDENTIALS
003 INVESTIGATOR AND THE CERTIFICATION
004 OFFICER WITHIN PERSONNEL DEVELOP-
005 MENT, CERTIFICATION, AND PLACEMENT.

(FEDERAL) AA 16,400 AA 10,400 P JUL 15 74 THE DEPARTMENT HAS ABOLISHED A POSITION WHICH IS TO BE FILLED BY A LOWER-SALARIED PARAPROFESSIONAL WITH A RESULTANT SAVING OF \$10,400 ANNUALLY IN FEDERAL FUNDS.

001 -025 DESIGN AND IMPLEMENT AN AUTOMATED
002 SYSTEM FOR PROCESSING TEACHER
003 PERSONNEL RECORDS.

OC 30,000 P JUL 15 74 THE SUM OF \$30,000 WAS REQUESTED
IN L.D. 2376 BUT NO MONEY WAS MADE
AVAILABLE. THE DEPARTMENT HAS
FORMED AN AUTOMATION TASK FORCE TO
MAKE RECOMMENDATIONS FOR ACTION.
IT HAS MADE \$5,000 AVAILABLE
FROM FEDERAL FUNDS WHICH REDUCES
THE COST TO \$25,000. ADDITIONAL
FUNDS ARE NEEDED FOR FURTHER
ACTION.

001 -026 CHANGE THE SCHEDULE FOR PRINTING
002 CERTIFICATES.

I JUL 15 74 THE RECOMMENDATION HAS BEEN FULLY
IMPLEMENTED.

001 -027 UTILIZE THE NEW MAIL PROCESSING
002 CENTER FOR MAILING COMPUTER-PRODUCED
003 CERTIFICATES.

S JUL 15 74 THE DEPARTMENT IS STUDYING THE
RECOMMENDATION. IT ASSURES THAT IT
WILL MAKE EVERY EFFORT TO COMPLY
WHEN FUNDS ARE AVAILABLE.

001 -028 READJUST DUTIES OF THE SUPPORT STAFF
002 IN PERSONNEL DEVELOPMENT, CERTIFICA-
003 TION, AND PLACEMENT (POCP).

AS 15,700 S JUL 15 74 THE RECOMMENDATION IS BEING STUDIED. THE DEPARTMENT DESIRES TO DEFER ELIMINATION OF THESE POSITIONS

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006 007	UNTIL THE EFFECT OF AUTOMATION IS KNOWN.									
001 002 003 004 005 006 007 008	-029	CHANGE THE NAME OF THE PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT SECTION TO THE PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT DIVISION.				I	JUL	15 74	THE PROPOSAL HAS BEEN IMPLEMENTED BUT MEANINGFUL COMPLIANCE IS DEPENDENT UPON COORDINATION WITH OTHER RECOMMENDATIONS.	
001 002 003 004 005 006 007 008 009	-030	EXPAND RESPONSIBILITIES OF THE ADULT AND COMMUNITY EDUCATIONAL RESOURCES DIVISION.	(FEDERAL) AA	6,200 AA		0 I	JUL	15 74	THE REORGANIZATION OF THE DEPARTMENT IN OCTOBER 1973 TRANSFERRED ADULT AND COMMUNITY EDUCATION TO VOCATIONAL EDUCATION AND THEREBY ACHIEVED THE PURPOSE OF THE RECOMMENDATION.	
001 002 003 004 005 006 007 008 009 010	-031	TRANSFER RESPONSIBILITY OF THE DIVISIONS OF ADULT AND COMMUNITY EDUCATIONAL RESOURCES AND PERSONNEL DEVELOPMENT, CERTIFICATION, AND PLACEMENT TO THE BUREAU OF INSTRUCTION.				I	JUL	15 74	THE SURVEY RECOMMENDATION HAS BEEN IMPLEMENTED IN AN ALTERNATIVE MANNER TO AVOID DUPLICATION AND FRAGMENTATION WHICH OTHERWISE MIGHT RESULT.	
001 002 003 004 005 006	-032	ABOLISH THE BUREAU OF CONTINUING EDUCATIONAL RESOURCES.	AS	25,600 AS		0 I	JUL	15 74	DEPARTMENT REORGANIZATION IN JULY 1973 ABOLISHED THE BUREAU OF CONTINUING EDUCATIONAL RESOURCES AND TRANSFERRED ITS FUNCTIONS AND STAFF TO THE BUREAU OF INSTRUCTION.	
001	-02	BUREAU OF EDUCATIONAL RESOURCES								

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001	-033 ORGANIZE CURRICULUM RESOURCES* 16								
002	CONSULTANTS INTO TASK FORCE TEAMS.	AC	5,000	AC	2,500				
003	(FEDERAL)	AC	9,000	AC	7,500	P	JUL	15 74	THE PROPOSAL HAS BEEN PARTIALLY
004									IMPLEMENTED BY FORMATION OF TASK
005									FORCE FIELD TEAMS. FUNDING FOR EX-
006									PENSES WAS REQUESTED IN L.O. 2376
007									BUT NO APPROPRIATION WAS MADE FOR
008									THE PURPOSE. THE AMOUNT NEEDED HAS
009									BEEN REDUCED BY THE DEPARTMENT
010									FROM \$14,000 TO \$10,000.
001	-034 DEFINE THE INDIVIDUAL RESPONSIBILI-								
002	TIES OF THE CONSULTANT STAFF OF								
003	CURRICULUM RESOURCES.								
004									
005									
006									
001	-035 TRANSFER COLLATING, FASTENING, AND								
002	MAILING DUTIES OF CURRICULUM								
003	RESOURCES TO THE NEWLY CREATED								
004	ADMINISTRATION GROUP.								
005									
006									
007									
008									
009									
001	-036 ESTABLISH A TYPING POOL IN CURRICU-								
002	LUM RESOURCES TO FULFILL TYPING								
003	NEEDS.	AS	12,400						
004	(FEDERAL)	AS	12,200						
005	(FEDERAL)	AA	6,200						
006									
007									
008									
001	-037 ELIMINATE THE POSITION OF DIRECTOR,								
002	DIVISION OF SCHOOL OPERATIONS.	AS	20,400	AS	15,129				
003		AA	6,200	AA	6,200	I	JUL	15 74	ON JANUARY 14, 1974 THE DEPARTMENT
004									ELIMINATED THE POSITION FOR A
005									SAVINGS IN FEDERAL FUNDS OF

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P =IN PROCESS
L =REQUIRES LEGISLATIVE ACTION
S =REQUIRES FURTHER STUDY
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R=REJECTED BY LEGISLATURE
MONTH-DY-YR

*MNC	SURVEY	*DEPARTMENT	*STATUS	*ACTION	DATE*	-----	REMARKS-----
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
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17	17	17	17	17	17	17	17
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52	52	52	52	52	52	52	52
53	53	53	53	53	53	53	53
54	54	54	54	54	54	54	54
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57	57	57	57	57	57	57	57
58	58	58	58				

LINE NO.	DESCRIPTION	UNIT	AMOUNT	STATUS	DATE	REMARKS
006						\$15,129. IN ADDITION A PART-TIME PERSON HAS BEEN EMPLOYED UNTIL JUNE 30, 1974, REALIZING A FURTHER SAVING OF \$2,678. ON AN ANNUAL BASIS. AN ASSESSMENT OF THE NEED FOR THE POSITION WILL BE MADE. TRANSFER OF INDIAN EDUCATION AFFAIRS TO THE CALAIS OFFICE HAS AIDED IN IMPLEMENTATION.
001	-038 UTILIZE THE DEPARTMENT'S CENTRAL ACCOUNTING SYSTEM FOR CONTROL OF THE SCHOOLING FOR INDIAN CHILDREN AND SCHOOLING FOR CHILDREN IN THE UNORGANIZED TERRITORY PROGRAMS.	AS	16,000	0 P	JUL 15 74	THE DEPARTMENT BELIEVES IMPLEMENTATION WILL DEPEND ON BENEFITS RESULTING FROM ESTABLISHMENT OF A CENTRAL ACCOUNTING SYSTEM.
001	-039 DISCONTINUE OPERATION OF THREE RESERVATION SCHOOLS.	AS	115,500			
003	(FEDERAL) AS		99,500		JUL 15 74	THE RECOMMENDATION WAS WITHDRAWN BY MAINE MANAGEMENT AND COST SURVEY AFTER VISITATION OF THE INDIAN RESERVATIONS.
001	-040 DISCONTINUE OPERATION OF SCHOOLING FOR CHILDREN IN THE UNORGANIZED TERRITORY SCHOOLS	AS	190,600			
003	(FEDERAL) AS		80,300	P	JUL 15 74	THE RECOMMENDATION WAS BASED ON AN ASSUMPTION THAT LOCAL NEARBY SCHOOLS COULD ABSORB THESE PUPILS. INFORMATION INDICATES THAT THIS IS NOT POSSIBLE WITHOUT CONSTRUCTION. LEGISLATION WAS PRESENTED BUT WAS WITHDRAWN. THE PROPOSAL WAS SUBSEQUENTLY WITHDRAWN BY MAINE MANAGEMENT AND COST SURVEY. THE DEPARTMENT INDICATED THAT IT IS ITS POLICY TO CLOSE UNORGANIZED TERRITORY SCHOOLS WHENEVER FEASIBLE AND WILL CONTINUE ON THIS BASIS.

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MONTH-DY-YR

SEQ # CONTROL # DEPARTMENT AND RECOMMENDATION

*MMC	SURVEY	*DEPARTMENT	*STATUS	*ACTION	DATE*	REMARKS

001 -041 INTEGRATE BUDGETARY AND FISCAL CON-
002 TROL PROCEDURES OF THE GOVERNOR
003 BAXTER SCHOOL FOR THE DEAF INTO THE
004 SYSTEM WHICH IS CONTROLLED BY THE
005 BUREAU OF EDUCATIONAL MANAGEMENT
006 RESOURCES.

AS	8,800
AA	6,200

S JUL 15 74 A PROPOSAL IS BEING STUDIED IN CONNECTION WITH THE ESTABLISHMENT OF A STAFF OFFICE OF FINANCE AND COMPLETION OF FINANCE RESTRUCTURING. A PROPOSAL FOR A DEPT. FINANCE STUDY HAS BEEN DEVELOPED AND PUT OUT TO BID. THE EXTENT OF SAVINGS IS NOT FULLY DETERMINED.

001 -042 REASSIGN DUTIES OF THE SECRETARIAL
002 STAFF AT THE GOVERNOR BAXTER SCHOOL
003 FOR THE DEAF.

AS 5.600 AS

0 S JUL 15 74 NO ACTION AS YET HAS BEEN TAKEN AS
IT IS FEARED ELIMINATION OF THE
POSITION MIGHT ADVERSELY EFFECT
THE EFFICIENCY OF THE PROGRAM.
FURTHER STUDY IS INDICATED.

001 -043 TRANSFER THE REPORTING RESPONSIBIL-
002 ITY OF THE GOVERNOR BAXTER SCHOOL
003 FOR THE DEAF TO THE BUREAU OF SCHOOL
004 MANAGEMENT.

I JUL 15 74 DEPT. REORGANIZATION HAS ACHIEVED
THE PURPOSE OF THIS PROPOSAL.

001 -B44 REASSIGN CURRICULUM RESOURCES TO THE
002 BUREAU OF INSPECTION.

I JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED
IMPLEMENTED.

001 -J45 ABOLISH THE BUREAU OF EDUCATIONAL
002 RESOURCES.

AS 20,400

I JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED
IN OCTOBER 1973 BY ABOLISHING THE
BUREAU OF EDUCATIONAL RESOURCES
AND TRANSFERRING ADMINISTRATIVE
COSTS TO THE BUREAU OF INSTRUCTION

001 -03 BUREAU OF EDUCATIONAL MANAGEMENT

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MONTH-QY-YR

SEQ	*CONTROL	*DEPARTMENT AND RECOMMENDATION	*MMC SURVEY	*DEPARTMENT	*STATUS	*ACTION DATE*	REMARKS
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001 -046 TRANSFER RESPONSIBILITIES OF THE
002 SCHOOL CONSTRUCTION ACCOUNTANT AND
003 ELIMINATE THE VACANT POSITION.

AA 11,000 AA

0 S JUL 15 74 THE PROPOSAL IS INTER-RELATED WITH #018 WHICH PROPOSES TO ESTABLISH A FINANCE FUNCTION. ACTION DEPENDS UPON IMPLEMENTATION OF #018. THE WORK LOAD HAS INCREASED SIGNIFICANTLY SINCE THE SURVEY REPORT WAS MADE BY PASSAGE OF L.O.1994 AN ACT TO EQUALIZE EDUCATIONAL COSTS AMONG SCHOOL UNITS.

001 -047 TRANSFER THE BUDGET ACCOUNTANT TO
002 THE FISCAL MANAGEMENT SECTION.

S JUL 15 74 THE DEPARTMENT HAS ESTABLISHED A COMMITTEE WHICH IS STUDYING STAFFING OF A FISCAL MANAGEMENT SECTION. IMPLEMENTATION IS PLANNED FOR JULY 1, 1974.

001 -048 ASSIGN THE FEDERAL FINANCING-LETTER
002 OF CREDIT ACCOUNTANT TO FISCAL
003 MANAGEMENT.

S JUL 15 74 THE PROPOSAL IS BEING STUDIED IN
CONJUNCTION WITH #047. IMPLEMENTA-
TION IS PLANNED FOR JULY 1, 1974.

001 -049 SHIFT AUDIT RESPONSIBILITIES OF THE
002 VOCATIONAL PROGRAM ACCOUNTANT.

S JUL 15 74 THE RECOMMENDATION IS UNDER STUDY
BY THE AUDIT DEPARTMENT AND DE-
PARTMENT OF EDUCATIONAL AND CULT-
URAL SERVICES.

001 -05J REQUIRE THE VOCATIONAL TECHNICAL
002 INSTITUTES AND SCHOOL OF NURSING TO
003 MAINTAIN THEIR ACCOUNTING SYSTEMS.

AS 13,100

S JUL 15 74 IT SHOULD BE NOTED THAT ONE-HALF OF THE PROJECTED SAVINGS WOULD BE IN FEDERAL FUNDS. THE PROPOSAL HAS SEVERAL IMPLICATIONS WHICH ARE BEING STUDIED.

001 -051 TRANSFER OFFICE SERVICE ACTIVITIES

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002	TO THE PROPOSED ADMINISTRATION GROUP					I	JUL	15 74	THE PROPOSAL WAS IMPLEMENTED IN
003	AND ELIMINATE DEPARTMENTAL SERVICES.								OCTOBER 1973 IN DEPARTMENTAL RE-
004									ORGANIZATION.
005									
001	-052	ELIMINATE THE AUDIT SECTION AND							
002		REQUIRE SCHOOLS TO PAY AUDIT COSTS							
003		OF PROGRAMS SUPPORTED BY FEDERAL							
004		FUNDS	AS	9,400 AS	0				
005		(FEDERAL)	AS	80,000 AS	0				
006		(FEDERAL)	AC	33,500	P	JUL	15 74	LEGISLATION WAS ENACTED IN 1972	
007								REQUIRING LOCAL SCHOOL UNITS TO	
008								PAY AUDIT COSTS OF FEDERAL PRO-	
009								GRAMS. THEREFORE THE FISCAL PART	
010								OF THIS PROPOSAL HAS BEEN ACCOMP-	
011								LISHED. THE DEPARTMENT, HOWEVER,	
012								IS STILL HELD RESPONSIBLE FOR PRO-	
013								GRAM AUDITS AS DISTINGUISHED FROM	
014								FISCAL AUDITS. FEDERAL REGULATIONS	
015								REQUIRE THE DEPARTMENT TO PERFORM	
016								PROGRAM REVIEWS TO QUALIFY FOR	
017								FEDERAL FUNDS. THE RECOMMENDATION	
018								HAS BEEN IMPLEMENTED IN SO FAR AS	
019								POSSIBLE.	
001	-053	ELIMINATE THE POSITION OF ASSISTANT							
002		DIRECTOR AND HIS SECRETARY.	AS	16,500 AS	0				
003			AA	5,500 AA	5,500 P	JUL	15 74	A SAVINGS OF \$5,500 IN FEDERAL	
004								FUNDS HAS BEEN EFFECTED. THE DE-	
005								PARTMENT FEELS VERY STRONGLY THAT	
006								THE PROPOSED STAFFING OF THE FI-	
007								NANCE SECTION IS INADEQUATE AND	
008								THAT THE POSITION OF ASSISTANT	
009								DIRECTOR BE RETAINED.	
001	-054	REQUIRE DEPARTMENTAL COST CENTERS TO							
002		BE ACCOUNTABLE FOR CORRECT ACCOUNT							
003		CODING.	AS	14,400	S	JUL	15 74	THE DEPARTMENT HAS SERIOUS RESER-	
004								VATIONS ABOUT THE FINANCIAL EXPER-	
005								TISE OF PROFESSIONAL PERSONNEL TO	
006								PROPERLY CODE INVOICES. IT FEELS	
007								THAT THIS IS A FINANCE FUNCTION	

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MONTH-DY-YR

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SEQ #CCNTCL #DEPARTMENT AND RECOMMENDATION      *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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AND SHOULD BE CONTINUED AS SUCH IN THE INTERESTS OF UNIFORMITY AND EFFICIENCY. HOWEVER, THE RECOMMENDATION IS BEING GIVEN FURTHER STUDY AND CONSIDERATION. THE ACTUAL SAVING IS UNDETERMINED.

001 -055 REVISE THE ACCOUNTING SYSTEM TO PRO-
002 VIDE TIMELY RECORDING AND REPORTING
003 OF FISCAL AND BUDGETARY INFORMATION.

P JUL 15 74 THE DEPARTMENT IS WORKING TOWARD
CAPABILITY TO PROVIDE UP-TO-DATE
RECORDING AND REPORTING OF FISCAL
AND BUDGETARY INFORMATION.

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001      -156 AUTOMATE THE MANUAL ACCOUNTING
002      OPERATIONS PERFORMED BY FISCAL
003      MANAGEMENT.

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	AS	18,800		
	OC	23,000	OC	4,500
(FEDERAL)	AS	5,400		

P JUL 15 74 \$18,500 IN FEDERAL FUNDS HAS BEEN
ALLOCATED TO IMPLEMENT THIS RECOM-
MENDATION. THE NEEDED ONE-TIME
COST IS THEREBY REDUCED TO \$4,500.
FUNDS WERE REQUESTED IN L.O.2376
BUT NO APPROPRIATION WAS MADE.
FURTHER IMPLEMENTATION DEPENDS
UPON RESULTS OF THE STUDY.

001 -157 REASSIGN THE REPORTING RELATIONSHIP
002 OF FISCAL MANAGEMENT TO THE NEWLY
003 CREATED STAFF FUNCTION OF FINANCE.

I JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED
OCT. 29, 1973.

001 -153 REDESIGN THE SYSTEM TO PRODUCE
002 COMPUTERIZED STATISTICAL REPORTS
003 WITH FEWER PROGRAMS.

AS	5,600	AS	0
OC	11,000	OC	1,000

P JUL 15 74 PROGRAMS HAVE BEEN REDUCED FROM 225 TO 173. ATTENTION IS BEING GIVEN TO FURTHER REDUCTIONS. THE ONE-TIME COST HAS BEEN REDUCED FROM \$11,000 TO \$1,000. A REQUEST FOR FUNDS WAS CONTAINED IN L.O. 2376 BUT REJECTED.

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*MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-059	INSTALL A TERMINAL, INCLUDING CARD							
002		READING AND PRINTING CAPABILITIES,							
003		WHICH WOULD BE LINKED WITH CENTRAL							
004		COMPUTER SERVICES.	AC	11,000					
005			OC	1,000	S	JUL	15 74	A REQUEST FOR \$12,000 WAS INCLUDED	
006								IN L.D.2376 BUT NO MONEY WAS	
007								APPROPRIATED. THE DEPARTMENT HAS	
008								MADE APPLICATION FOR PERMISSION TO	
009								PURCHASE EQUIPMENT. FURTHER ACTION	
010								IS DEPENDENT UPON GRANTING PER-	
011								MISSION AND AVAILABILITY OF FUNDS.	
001	-060	UTILIZE OUTSIDE KEYPUNCH FACILITIES							
002		DURING PEAK PERIODS.	AA	5,300					
003		(FEDERAL)	AS	10,400	S	JUL	15 74	THE DEPARTMENT HAS SERIOUS RESER-	
004								VATIONS ABOUT THE FEASIBILITY OF	
005								THIS PROPOSAL. HOWEVER, IT IS BE-	
006								ING STUDIED. THE ANNUAL SAVING, IF	
007								ANY, HAS NOT BEEN VERIFIED.	
008									
001	-061	SHIFT THE REPORTING RELATIONSHIP OF							
002		STATISTICAL AND SYSTEMS AND PROGRAM							
003		FROM MANAGEMENT INFORMATION TO THE							
004		REDEFINED PLANNING, EVALUATION, AND							
005		RESEARCH STAFF FUNCTION.			I	JUL	15 74	THE PROPOSAL HAS BEEN IMPLEMENTED	
006								BY APPOINTMENT OF AN ACTING DIREC-	
007								TOR, WHO IS CHARGED WITH MAKING	
008								THE UNIT OPERATIONAL.	
001	-062	ABOLISH EDUCATIONAL MANAGEMENT							
002		RESOURCES.	AS	68,400					
003		(FEDERAL)	AS	5,700	I	JUL	15 74	DEPARTMENT REORGANIZATION IMPLE-	
004								MENTED THE PROPOSAL BY ABOLISHING	
005								THE BUREAU OF EDUCATIONAL MANAGE-	
006								MENT RESOURCES. STAFFING READJUST-	
007								MENTS ARE BEING MADE. THE ANNUAL	
008								SAVING HAS NOT BEEN DETERMINED AS	
009								YET.	
001	-04	BUREAU OF SPECIAL RESOURCES							

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-063 REPLACE THE THREE FULL-TIME FOOD								
002	SERVICE CONSULTANTS IN SCHOOL								
003	NUTRITION WITH FIVE PART-TIME,								
004	REGIONAL CONSULTANTS.	AS	9,800 AS	0					
005		(FEDERAL) AS	4,500		N	JUL	15 74	THE DEPARTMENT DOESN'T BELIEVE THE	
006								PROPOSAL SHOULD BE IMPLEMENTED BE-	
007								CAUSE (1) FEDERAL FUNDS FOR NUTRI-	
008								TION PROGRAMS HAVE BEEN INCREASED	
009								FROM \$4,500,000 TO \$9,356,000 FOR	
010								FISCAL 1975 SINCE THE SURVEY WAS	
011								MADE AND (2) LEGISLATION ENACTED	
012								IN 1973 MANDATED SCHOOL LUNCH PRO-	
013								GRAMS FOR ALL ELEMENTARY SCHOOLS.	
014								THE MAGNITUDE OF THE PROGRAM AP-	
015								PEARS TO WARRANT STAFF EMPLOYED ON	
016								A FULL TIME RATHER THAN A PART-	
017								TIME BASIS.	
001	-064 DEVELOP AND IMPLEMENT ON-THE-JOB								
002	TRAINING FOR LOCAL EDUCATION AGENCY								
003	SCHOOL LUNCH PERSONNEL.								
004		(LOCAL) AS	414,000		S	JUL	15 74	THERE IS NO DISAGREEMENT WITH THE	
005								IDEA THAT A SAVING OF 2¢ PER MEAL	
006								WOULD RESULT IN AN ANNUAL LOCAL	
007								SAVING OF \$414,000, BUT EFFORTS	
008								HAVE BEEN MADE IN THE PAST AND ARE	
009								CONTINUING TO UP-GRADE AND IMPROVE	
010								THE CAPABILITIES OF LOCAL SCHOOL	
011								LUNCH PERSONNEL. THE DEPARTMENT IS	
012								UNDERTAKING A DETAILED STUDY OF	
013								CENTRAL FOOD PREPARATION IN AN	
014								EFFORT TO REDUCE COSTS TO LOCAL	
015								UNITS. SAVINGS AND REDUCTION IN	
016								COSTS TO PUPILS WILL DEPEND, IN	
017								LARGE MEASURE, ON LOCAL INITIATIVE	
018								AND ACTION.	
001	-065 USE MULTICOPY INSPECTION REPORT								
002	FORMS FOR PROCESS AUDIT REPORTING.	AS	6,200 AS	0	S	JUL	15 74	THE DEPARTMENT CONCURS IN THE USE	
003								OF FORMS RECOMMENDED. IT HAS	
004								RESERVATIONS ABOUT ELIMINATION OF	
005								A POSITION BECAUSE OF EXPANSION OF	

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LINE NO.	DESCRIPTION	AS	OC	CC	DATE	STATUS	REMARKS
006 007							ELEMENTARY LUNCH PROGRAMS MANDATED BY THE 186TH LEGISLATURE.
001 002 003 004	-066 ENFORCE REGULATIONS ON DEADLINES AND COMPLETENESS OF SCHOOL LUNCH STATISTICAL DATA REPORTING BY LOCAL EDUCATION AGENCIES.					I	JUL 15 74 IMPLEMENTED IN FULL DECEMBER 1973.
001 002 003 004 005 006 007 008 009 010 011	-067 REDESIGN REPORTING FORMS FOR SCHOOL NUTRITION STATISTICAL DATA TO SIMPLIFY PROCESSING.	AS	8,800	AS		O P	JUL 15 74 ACTION HAS BEEN TAKEN TO REDESIGN FORMS. REDUCTION OF STAFF IS NOT CONSIDERED FEASIBLE DUE TO (1) SUBSTANTIAL INCREASE IN FEDERAL ASSISTANCE AND CONSEQUENT OBLIGATIONS PLACED ON THE STATE AGENCY AND (2) MANDATION OF LUNCH PROGRAMS FOR ALL ELEMENTARY SCHOLS BY ACTION OF THE LEGISLATURE.
001 002 003 004	-068 TRANSFER RESPONSIBILITY FOR ADMINISTERING SCHOOL NUTRITION SUBSIDIES.					S	JUL 15 74 THE TRANSFER DEPENDS UPON REVISION OF THE FINANCE UNIT WHICH IS PENDING.
001 002 003 004	-069 ASSIGN REPORTING RESPONSIBILITIES OF THE DIVISION OF SCHOOL NUTRITION TO THE BUREAU OF SCHOOL MANAGEMENT.					I	JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED OCTOBER 29, 1973.
001 002 003 004 005 006 007 008 009 010 011 012	-070 DESIGN AND IMPLEMENT A SYSTEM TO AUTOMATE THE ALLOCATION, SHIPPING, AND INVENTORY CONTROL OF DONATED COMMODITIES.	AS OC	18,800 8,000	CC		O P	JUL 15 74 AUTOMATION OF ALLOCATION AND INVENTORY CONTROL OF DONATED COMMODITIES IS REPORTED TO BE 75% COMPLETE. THE STAFFING PATTERN WILL BE REVIEWED WHEN AUTOMATION IS COMPLETED. NO FUNDS FOR ONE-TIME COST ARE NOW NEEDED. THE ANNUAL SAVING IS YET TO BE

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MONTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

013

DETERMINED

001 -071 PLACE CONTRACTS FOR DONATED COM-
002 MODITY STORAGE ON THE BASIS OF
003 COMPETITIVE BIDS.

(LOCAL) AS 10,000

S JUL 15 74 FURTHER STUDY OF THE BENEFITS OF
COMPETITIVE BIDDING IS BEING MADE.
THE FUTURE OF DONATED COMMODITIES
AND CONTINUATION OF THE PROGRAM IS
UNCERTAIN. DECISIONS WILL BE
EFFECTED BY THE FLOW AND VOLUME OF
MATERIALS AVAILABLE.

001 -072 ADJUST THE PROPERTY CHARGE TO PRO-
002 VIDE DEDICATED FUNDS TO PURCHASE A
003 DIESEL TRACTOR.

04 15,000 OC

0 S JUL 15 74 THE DEPARTMENT DOES NOT CONSIDER
THE PROPOSAL PRACTICAL BECAUSE
(1) THE OLD DIESEL TRACTOR WILL
HAVE TO BE REPLACED LONG BEFORE
THE FUNDS COULD BE ACCUMULATED BY
INCREASING SERVICE CHARGES TO
LOCAL AGENCIES AND (2) SERVICE
CHARGES ARE BEING INCREASED TO
COVER SALARY INCREASES AND CANNOT
BE INCREASED FURTHER WITHOUT RE-
DUCING THE VOLUME OF BUSINESS.
CONTINUATION OF THE PROGRAM IS IN
QUESTION.

001 -073 TRANSFER REPORTING RESPONSIBILITIES
002 OF THE SURPLUS FOODS AND PROPERTY
003 SECTION TO THE BUREAU OF SCHOOL
004 MANAGEMENT.

I JUL 15 74 THE RECOMMENDATION WAS IMPLEMENTED
OCTOBER 29, 1973.

001 -074 ELIMINATE SCHOOL BUS INSPECTION
002 RESPONSIBILITIES FROM TRANSPORTATION
003 AND SAFETY.

I JUL 15 74 INSPECTION OF SCHOOL BUSES HAS
ALWAYS BEEN A FUNCTION OF THE
STATE POLICE. THEREFORE, THE
RECOMMENDATION IS ALREADY IMPLE-
MENTED.

007

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION **MC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-075 REMOVE SCHOOL BUS DRIVER QUALIFICATION DUTIES FROM TRANSPORTATION AND SAFETY.					R JUL 15 74	LEGISLATION WAS PRESENTED TO ACCOMPLISH THE PURPOSE BUT WAS WITHDRAWN BY THE SPONSOR.
002							
003							
004							
005							
001	-076 MAKE PAYMENT OF DRIVER EDUCATION SUBSIDIES CONFORM TO LEGISLATION.	AC	4,500 AC	O I		JUL 15 74	ACTION HAS BEEN TAKEN TO MAKE SUBSIDY PAYMENTS CONFORM TO L.D. 1994 ENACTED BY THE 106TH LEGISLATURE. NO INCREASE IN ANNUAL COST IS INVOLVED.
002							
003							
004							
005							
006							
001	-077 TRANSFER RESPONSIBILITY FOR STUDENT DRIVER EDUCATION TO THE MOTOR VEHICLE DIVISION.					R JUL 15 74	L.D. 2413 WAS PRESENTED TO IMPLEMENT THE RECOMMENDATION BUT WAS WITHDRAWN.
002							
003							
004							
005							
001	-078 ELIMINATE SAFETY EDUCATION RESPONSIBILITIES FROM TRANSPORTATION AND SAFETY.					R JUL 15 74	LEGISLATION WAS INTRODUCED (L.D. 2413) BUT FAILED OF ENACTMENT.
002							
003							
004							
001	-079 ABOLISH TRANSPORTATION AND SAFETY.	AS	21,700			R JUL 15 74	THE 106TH LEGISLATURE IN SPECIAL SESSION REQUIRED THE DEPARTMENT TO FUNCTION WITH RESPECT TO TRANSPORTATION AND SAFETY OF PUPILS.
002		AA	21,400				
003							
004							
005							
001	-080 TRANSFER IDLE, DEDICATED FUNDS IN THE MAINE SCHOOL BUILDING AUTHORITY ACCOUNT TO THE GENERAL FUND.	OT	77,300			S JUL 15 74	LEGISLATION WAS SUBMITTED (L. D. 2389) TO TRANSFER BALANCES IN MAINE SCHOOL BUILDING AUTHORITY FUNDS TO THE GENERAL FUND. THE MEASURE WAS REFERRED TO THE LEGISLATIVE COUNCIL FOR STUDY.
002							
003							
004							
005							
006							
007							
008							
001	-081 SPECIFY SALARIES OF THE MAINE SCHOOL BUILDING AUTHORITY STAFF BE PAID						
002							

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003	FROM DEDICATED INCOME IN ACCORDANCE					
004	WITH LEGISLATION.	AT	13,000	AT	3,900	
005						
006						
007						
008						
009						
010						
001	-082 REQUIRE MAINE SCHOOL BUILDING					
002	AUTHORITY FISCAL ACCOUNTING BE					
003	CONTROLLED BY THE FISCAL SECTION					
004	OF THE BUREAU OF EDUCATIONAL					
005	MANAGEMENT RESOURCES.					
006						
007						
008						
009						
010						
011						
001	-083 SHIFT THE FUNCTION OF SCHOOL FACILI-					
002	TIES TO THE BUREAU OF SCHOOL MANAGE-					
003	MENT AND TRANSFER THE REMAINING					
004	THREE STAFF MEMBERS OF THE DIVISION					
005	OF SCHOOL SERVICES.					
006						
007						
001	-084 TRANSFER REPORTING RESPONSIBILITIES					
002	OF THE NEIGHBORHOOD YOUTH CORPS TO					
003	THE BUREAU OF SCHOOL MANAGEMENT.					
004						
005						
006						
007						
001	-085 ABOLISH THE DIVISION OF SCHOOL					
002	SERVICES.					
003						
001	-086 REDEFINE RESPONSIBILITIES OF THE					

JUL 15 74 ON THE BASIS OF A TIME STUDY, THE DEPARTMENT FOUND THAT 15% OF STAFF TIME RATHER THAN 50% AS INDICATED BY THE SURVEY IS DEVOTED TO SCHOOL BUILDING AUTHORITY BUSINESS. THE VOLUME OF AUTHORITY LOANS HAS DECREASED IN RECENT YEARS.

JUL 15 74 THE STATUTES REQUIRE THE SECRETARY -TREASURER OF THE MAINE SCHOOL BUILDING AUTHORITY TO DO THE FISCAL ACCOUNTING FOR THE AUTHORITY. THE RECOMMENDATION IS BEING IMPLEMENTED INSOFAR AS POSSIBLE WITHOUT VIOLATING THE LAW.

I JUL 15 74 THE PROPOSAL WAS IMPLEMENTED OCTOBER 29, 1973 IN DEPARTMENTAL REORGANIZATION.

I JUL 15 74 TRANSFER OF REPORTING RESPONSIBILITIES OF THE NEIGHBORHOOD YOUTH CORPS TO SCHOOL MANAGEMENT WAS ACCOMPLISHED OCTOBER 29, 1973 IN DEPARTMENT REORGANIZATION.

I JUL 15 74 THE PROPOSAL WAS IMPLEMENTED IN OCTOBER 1973.

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      MONTH-DY-YR

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION          *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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002	FEDERAL RESOURCES DIVISION.									
003	(FEDERAL) AS	119,400 AS	0							
004	(FEDERAL) AA	18,900 AA	0	N	JUL	15 74	THE DEPARTMENT POINTS OUT THAT			
005							FEDERAL STATUTES AND REGULATIONS			
006							REQUIRE A STATE AGENCY TO PERFORM			
007							SPECIFIC SERVICES RELATING TO			
008							ALLCMTENT OF FUNCS TO LOCAL UNITS,			
009							EVALUATION AND REPORTING. IT IS			
010							NOT POSSIBLE TO ASSIGN THESE			
011							RESPONSIBILITIES TO LOCAL AGENCIES			
012							. THE STATE AGENCY IS HELD			
013							ACCOUNTABLE FOR PROPER USE OF			
014							FEDERAL ALLGTHMENTS AMOUNTING TC			
015							APPROXIMATELY 8 MILLION DOLLARS.			
001	-087 TRANSFER ELEMENTARY AND SECONDARY									
002	EDUCATION ACT TITLE FUNDS ADMINIS-									
003	TRATION TO THE FINANCE STAFF GROUP.			I	JUL	15 74	THE RECOMMENDATION HAS BEEN IMPLE-			
004							MENTED IN SO FAR AS POSSIBLE. THE			
005							DEPARTMENT BELIEVES THAT PROGRAM			
006							ADMINISTRATION AND THE ALLOCATION			
007							OF FUNDS TO LOCAL AGENCIES SHOULD			
008							ALSO INVOLVE THE INSTRUCTIONAL			
009							STAFF.			
001	-088 SHIFT RESPONSIBILITY FOR ADMINIS-									
002	TERING INSTRUCTIONAL TELEVISION TO									
003	THE BUREAU OF INSTRUCTION.			I	JUL	15 74	INSTRUCTIONAL TELEVISION WAS			
004							TRANSFERRED TO THE LIBRARY BUREAU			
005							JULY 1, 1973 AS A COMPONENT CF A			
006							MEDIA TEAM.			
001	-089 ELIMINATE THE DIVISION OF FEDERAL									
002	RESOURCES.									
003	(FEDERAL) AS	28,000 AS	28,000 I		JUL	15 74	THE PROPOSAL WAS IMPLEMENTED IN			
004							DEPARTMENTAL REORGANIZATION.			
001	-090 TRANSFER ADMINISTRATION OF THE WAR									
002	ORPHAN SCHOLARSHIP PROGRAM.	AS	1,000 AS	1,000 I	JUL	15 74	THE PROPOSAL WAS IMPLEMENTED JULY			
003							1, 1974 IN ACCORDANCE WITH LEGIS-			
004							LATION ENACTED BY THE 106TH			
005							LEGISLATURE.			

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001	-091	TRANSFER THE FUNCTION OF CIVIL															
002		DEFENSE EDUCATION TO THE BUREAU OF															
003		CIVIL DEFENSE.															
004		(FEDERAL) AS	6,200	AS	0	S	JUL	15	74	FEDERAL FUNDS HAVE BEEN ALLOCATED							
005										FOR CONTINUATION OF AN EDUCATIONAL							
006										CIVIL DEFENSE PROGRAM. FURTHER							
007										STUDY IS TO BE GIVEN AT THE END OF							
008										THE CONTRACT PERIOD.							

001	-092	ABOLISH THE BUREAU OF SPECIAL															
002		RESOURCES.	AS	26,600	AS	0	I	JUL	15	74	THE RECOMMENDATION WAS ADOPTED IN						
003										OCTOBER 1973 IN DEPARTMENT REOR-							
004										GANIZATION BY TRANSFER OF STAFF.							

001 -05 BUREAU OF VOCATIONAL EDUCATION

001	-093	INTEGRATE INDIVIDUAL VOCATIONAL															
002		TECHNICAL INSTITUTE BUDGETING AND															
003		FISCAL CONTROL PROCEDURES UNDER THE															
004		BUREAU OF EDUCATIONAL MANAGEMENT															
005		RESOURCES.	AS	30,500													
006			OI	85,000		S	JUL	15	74	IT IS NOTED THAT RECOMMENDATION							
007										#050 WOULD REQUIRE EACH INSTITUTE							
008										TO BE RESPONSIBLE FOR ITS FISCAL							
009										ACCOUNTING WHICH IS AT VARIANCE							
010										WITH THIS PROPOSAL. EVEN THOUGH							
011										CENTRALIZED ACCOUNTING WAS TO BE							
012										IN OPERATION, THE COLLECTION OF							
013										FEES AND TUITION WOULD REQUIRE							
014										SOME ON-SITE PERSONNEL. THE PRO-							
015										POSAL IS BEING STUDIED. THE ANNUAL							
016										SAVING AND ONE-TIME INCOME IS NOT							
017										DETERMINED.							

001	-094	UTILIZE THE REVISED CAPITAL EQUIP-															
002		MENT INVENTORY SYSTEM.	AS	4,400	AS	0	S	JUL	15	74	THE STATE CERTIFIED INVENTORY						
003										SYSTEM IS BEING UTILIZED BY EACH							
004										INSTITUTE. EFFORTS ARE DIRECTED							
005										TOWARD KEEPING RECORDS UP-TO-DATE.							
006										ANY SAVINGS WILL DEPEND ON COMPU-							
007										TER CONTROL.							

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001	-095 DO NOT CONSTRUCT THE PLANNED DORMI-								
002	TORY AT EASTERN MAINE UNTIL OTHER								
003	FACILITIES ARE FULLY UTILIZED.	0A	580,000	0A	0	N	JUL	15 74	NO COST AVOIDANCE IS POSSIBLE AS A
004									CONTRACT HAS BEEN AWARDED AND
005									CONSTRUCTION OF THE DORMITORY IS
006									UNDERWAY. THE BUILDING WAS VOTED
007									BY THE LEGISLATURE AND APPROVED BY
008									THE PEOPLE IN REFERENDUM. FUNDS
009									HAVE BEEN MADE AVAILABLE FOR
010									CONSTRUCTION.
001	-096 ESTABLISH A DORMITORY AND DINING								
002	ROOM MANAGEMENT SECTION TO BE								
003	RESPONSIBLE FOR PROVIDING CENTRAL								
004	MANAGEMENT OF RESIDENCE AND STUDENT								
005	FEEDING ACTIVITIES.	AS	109,200		S	JUL	15 74		STUDY OF THE BENEFITS OF CENTRA-
006									LIZED MANAGEMENT FOR DORMITORY AND
007									DINING SERVICES AT THE VOCATIONAL
008									TECHNICAL INSTITUTES IS CONTIN-
009									UING. THE IDEA OF A SINGLE CON-
010									TRACT WITH A CATERER FOR FEEDING
011									IS BEING EXPLORED. THE ANNUAL
012									SAVING IS UNDETERMINED.
001	-097 INCREASE ROOM AND BOARD CHARGE AT								
002	THE VOCATIONAL TECHNICAL INSTITUTES								
003	TO THE SAME LEVEL AS THE UNIVERSITY								
004	AND, IF NECESSARY, PROVIDE SCHOLAR-								
005	SHIPS.	AS	86,400	AS	95,600	I	JUL	15 74	SINCE THE MAINE MANAGEMENT AND
006									COST SURVEY WAS MADE THE STATE
007									BOARD OF EDUCATION HAS INCREASED
008									BOARD AND ROOM CHARGES AT THE
009									INSTITUTES BY \$280 PER STUDENT PER
010									YEAR. THE INCREASE IN RATES IS
011									ESTIMATED TO GENERATE \$95,600 IN
012									NEW REVENUE AS COMPARED WITH THE
013									SURVEY FIGURE OF \$86,400.
001	-098 DEVELOP RECRUITING BOUNDARIES FOR								
002	THE VOCATIONAL TECHNICAL INSTITUTES.				I	JUL	15 74		EFFORTS ARE BEING MADE TO COORDI-
003									NATE INFORMATION AND RECRUITMENT

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION **MC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

004
005
006
007

ACTIVITIES. A CATALOGUE AS RECOMMENDED IS TO BE USED BY ALL INSTITUTES. DUPLICATION OF EFFORT IS TO BE AVOIDED.

001
002
003
004
005

-099 MAKE USE OF THE CENTRALIZED ACCOUNTING AND BUDGET SYSTEM. AS 7,800

S JUL 15 74 THE PROPOSAL IS TO BE REVIEWED DURING THE REORGANIZATION OF THE FINANCE SECTION. THE ULTIMATE SAVING IS YET TO BE DETERMINED.

001
002
003
004
005
006
007

-100 TRANSFER CURRICULUM RESPONSIBILITIES AND STAFF OF THE DIVISION OF PROGRAM SERVICES.

R JUL 15 74 A BUREAU OF VOCATIONAL EDUCATION IS REQUIRED BY STATUTE. LEGISLATION WAS PRESENTED WHICH WOULD PERMIT THE TRANSFER BUT FAILED OF ENACTMENT.

001
002
003
004
005
006
007
008
009
010
011
012

-101 TURN OVER REPORTING RESPONSIBILITY OF THE DIVISION OF ADULT EDUCATION'S STAFF TO THE PROPOSED BUREAU OF INSTRUCTION.

I JUL 15 74 SINCE THE SURVEY REPORT WAS MADE, THE DIVISION OF ADULT AND COMMUNITY RESOURCES HAS BEEN MERGED WITH THE DIVISION OF ADULT VOCATIONAL EDUCATION. THIS ASSIGNMENT WAS CONSIDERED LOGICAL AS IT LOCATED ALL ADULT PROGRAMS IN ONE DIVISION WHICH WAS THE GOAL OF THE RECOMMENDATION.

001
002
003
004
005
006
007
008
009
010

-102 SHIFT RESPONSIBILITY FOR OPERATION OF REGIONAL TECHNICAL VOCATIONAL CENTERS AND ASSOCIATED STAFF TO SCHOOL MANAGEMENT.

S JUL 15 74 THE STATE RECENTLY AUTHORIZED THE ESTABLISHMENT OF 11 MORE REGIONAL SECONDARY SCHOOL VOCATIONAL CENTERS WHICH WITH THE 14 PREVIOUSLY AUTHORIZED COMPLETES COVERAGE OF THE STATE. THE DEPARTMENT BELIEVES THE OPERATION OF THESE

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LINE NO.	DESCRIPTION	AS	AMOUNT	DATE	STATUS	REMARKS
011						CENTERS SHOULD BE UNDER THE DIREC-
012						TION OF PERSONS SKILLED AND
013						KNOWLEDGEABLE IN VOCATIONAL EDUCA-
014						TION AND THAT TRANSFER TO ANOTHER
015						GROUP WOULD NOT BE CONDUCTIVE TO
016						EFFICIENCY.
001	-103 TRANSFER REPORTING RESPONSIBILITIES					
002	OF THE SCHOOL OF NURSING AND					
003	KENNEBEC VALLEY VOCATIONAL TECHNICAL					
004	INSTITUTE (KVVTI) TO THE AUGUSTA					
005	COLLEGE.					
006				R JUL	15 74	LEGISLATION TO INPLEMENT WAS SUB-
007						MITTED IN L.O.2417 BUT FAILED OF
						PASSAGE.
001	-104 TRANSFER RESPONSIBILITY FOR THE FIVE					
002	FREE-STANDING VOCATIONAL TECHNICAL					
003	INSTITUTES TO THE VICE CHANCELLOR OF					
004	COMMUNITY AND VOCATIONAL EDUCATION					
005	AND ESTABLISH THEM AS 2-YEAR COLLE-					
006	GES.	AS	21,600	R JUL	15 74	LEGISLATION WAS PROPOSED IN
007						L.O.2417 BUT FAILED OF ENACTMENT.
001	-105 ABOLISH THE BUREAU OF VOCATIONAL					
002	EDUCATION.	AS	67,900			
003		(FEDERAL) AS	45,000	R JUL	15 74	LEGISLATION WAS PRESENTED IN
004						L.O. 2428 BUT FAILED OF ENACTMENT.
001	-06 MAINE STATE LIBRARY BUREAU					
001	-106 REORGANIZE THE BUREAU INTO TWO LINE					
002	DIVISIONS AND A STAFF POSITION OF					
003	BUSINESS MANAGER.			I	JUL	15 74 THE PROPOSAL WAS IMPLEMENTED MAY
004						19, 1973 BY REORGANIZATION AS
005						RECCMMENDED.
001	-107 SHIFT REPORTING RESPONSIBILITY OF					
002	THE BUREAU OF ARCHIVES SERVICE TO					
003	THE STATE LIBRARIAN.			R JUL	15 74	L.O.2434 WAS INTRODUCED TO IMPLE-
004						MENT THE SUGGESTION BUT FAILED OF
005						PASSAGE.

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001	-108	INTEGRATE THE BUDGETARY AND FISCAL								
002		CONTROL UNDER THE BUREAU OF EDUCA-								
003		TIONAL MANAGEMENT RESOURCES.	AS	6,800		S	JUL	15 74	THE PROPOSAL IS BEING STUDIED IN	
004									CONJUNCTION WITH RESTRUCTURING OF	
005									FINANCE OPERATIONS.	
001	-109	INITIATE SIMPLIFIED AND MORE TIMELY								
002		COLLECTION PROCEDURES FOR FINES AND								
003		LOST BOOK CHARGES.								
004			(FEDERAL) AS	6,200 AS		O P	JUL	15 74	THE RECOMMENDATION WAS PARTIALLY	
005									IMPLEMENTED IN JUNE 1973 WHEN A	
006									CHANGE OF POLICY WAS ADOPTED RE-	
007									MOVING ATTEMPTS TO COLLECT FINES.	
008									THE SURVEY ASSUMED THAT A CLERK	
009									DEVOTED NEARLY FULL TIME TO COL-	
010									LECTIONS. HOWEVER, A TIME REVIEW	
011									FOUND THAT 15% WAS MORE ACCURATE.	
012									ON THIS BASIS THE DEPARTMENT FEELS	
013									THE POSITION IS NEEDED AND SHOULD	
014									NOT BE ELIMINATED.	
001	-110	INCREASE THE HOURS DURING WHICH THE								
002		LIBRARY IS OPEN BY UTILIZING PART-								
003		TIME HELP UNDER THE SUPERVISION OF								
004		QUALIFIED LIBRARIANS.	AC	6,600		R	JUL	15 74	FUNDS WERE REQUESTED FOR THE PUR-	
005									POSE IN L.D.2376 BUT NO MONEY WAS	
006									APPROPRIATED. THE DEPARTMENT IS	
007									PREPARED TO IMPLEMENT WHEN FUNDS	
008									ARE AVAILABLE.	
001	-111	DISPERSE THE GENERAL LOAN AND RE-								
002		REFERENCE COLLECTION TO EXISTING								
003		LIBRARY LOCATIONS.	AS	71,300						
004			(FEDERAL) AS	29,200		R	JUL	15 74	LEGISLATION WAS PRESENTED TO IM-	
005									PLEMENT THE RECOMMENDATION BUT	
006									FAILED OF ENACTMENT (L.D.2429).	
001	-112	UTILIZE SPACE FREED BY DISPERSAL OF								
002		THE GENERAL LOAN AND REFERENCE								
003		COLLECTION TO MEET VITAL STATE								
004		GOVERNMENT NEEDS.	AS	100,000		R	JUL	15 74	LEGISLATION WAS PROPOSED IN	
005									L.D.2429 BUT FAILED OF ACCEPTANCE.	

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MONTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 -113 TRANSFER THE REPORTING RESPONSIBIL-
002 ITY OF THE STATE LIBRARIAN TO THE
003 BUREAU OF CULTURAL SERVICES.
004
005
006

R JUL 15 74 IMPLEMENTATION WAS DEPENDENT ON
LEGISLATION WHICH WAS PRESENTED
(L.D.2430) BUT FAILED OF ENACT-
MENT.

001 -07 STATE MUSEUM BUREAU

001 -114 UTILIZE A CASUAL LABOR POOL TO MEET
002 MANPOWER REQUIREMENTS.
003
004
005
006

AC 5,000

R JUL 15 74 THE MONEY NEEDED WAS REQUESTED IN
L.D.2376 BUT NO FUNDS WERE AP-
PROVED. THE DEPARTMENT IS PREPARED
TO PROCEED WHEN FUNDS ARE AVAIL-
ABLE.

001 -115 INTEGRATE THE STATE MUSEUM BUREAU'S
002 BUDGETARY AND FISCAL CONTROL UNDER
003 THE GUIDANCE OF THE BUREAU OF
004 EDUCATIONAL MANAGEMENT RESOURCES.
005
006

S JUL 15 74 THE PROPOSAL IS BEING CONSIDERED
IN RESTRUCTURING THE FINANCE
SECTION.

001 -116 REORGANIZE THE MUSEUM INTO THREE
002 LINE DIVISIONS AND A STAFF POSITION
003 OF ADMINISTRATIVE ASSISTANT.
004

I JUL 15 74 THE RECOMMENDATION HAS BEEN IMPE-
MENTED.

001 -117 TRANSFER THE REPORTING RESPONSIBIL-
002 ITY OF THE MUSEUM DIRECTOR TO THE
003 BUREAU OF CULTURAL SERVICES.
004
005

R JUL 15 74 LEGISLATION WAS PROPOSED
(L.D.2430) BUT FAILED OF ENACT-
MENT.

001 -08 ARTS AND HUMANITIES BUREAU

001 -118 UTILIZE THE CENTRALIZED ACCOUNTING
002 AND BUDGETARY CONTROL SYSTEM OF THE
003 DEPARTMENT TO PROVIDE ACCOUNTING
004 SERVICES.
005

S JUL 15 74 THE RECOMMENDATION IS BEING GIVEN
CONSIDERATION IN RESTRUCTURING THE

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006

001 -119 ELIMINATE THE CLERK POSITION.

AS 8,300

S JUL 15 74 THE DEPARTMENT CONCURS WITH THE
IDEA OF ELIMINATING ACCOUNTING
DUTIES. A TIME REVIEW HAS INDI-
CATED THAT IF THIS IS DONE IT WILL
BE NECESSARY TO EMPLOY ADDITIONAL
HELP FOR WORK ON GRANTS MANAGE-
MENT AND PROJECT EVALUATION. THE
PROPOSAL IS BEING STUDIED.

001 -120 COMBINE THE ARTS AND HUMANITIES
002 BUREAU WITH THE STATE MUSEUM BUREAU.

R JUL 15 74 LEGISLATION WAS PRESENTED (L.D. 2430) TO COMBINE THE STATE MUSEUM BUREAU AND THE ARTS AND HUMANITIES BUREAU BUT FAILED OF PASSAGE.

001 -121 CONSOLIDATE THE MANAGEMENT AND
002 SUPPORT FUNCTIONS OF THE COMBINED
003 STATE MUSEUM AND ARTS AND HUMANITIES
004 BUREAUS.

AS	20,900
AA	4,600

R JUL 15 74 LEGISLATION WAS PROPOSED TO IMPLEMENT THE RECOMMENDATION (L.O.2430) BUT FAILED OF ENACTMENT.

001 -122 RELOCATE THE FACILITIES OF THE ARTS
002 AND HUMANITIES BUREAU IN THE
003 CULTURAL BUILDING.

S JUL 15 74 THE DEPARTMENT CONCURS WITH THE
PROPOSAL. EFFORTS ARE BEING MADE
TO OBTAIN SPACE WHERE THE TWO
BUREAUS MAY BE LOCATED.

001 -123 DO NOT PURCHASE A NEW ELECTRIC
002 TYPEWRITER FOR THE ARTS AND HUMAN-
003 ITIES BUREAU.

QA 500 CA

0 N JUL 15 74 THE OLD TYPEWRITER WAS SO BADLY
WORN AND INEFFICIENT THAT A RE-
PLACEMENT WAS NECESSARY. THE
SAVING PROPOSED CANNOT BE REALIZED

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 38 HISTORIC PRESERVATION COMMISSION
 002 -00

001 -001 PLACE THE ADMINISTRATIVE ACTIVITIES
 002 AND STAFF OF THIS COMMISSION WITHIN
 003 THE DEPARTMENT OF EDUCATIONAL AND
 004 CULTURAL SERVICES.
 005

I JUL 15 74 IMPLEMENTED BY THE 106TH REGULAR
 SESSION.

001 -002 COMBINE ADMINISTRATIVE ACTIVITIES
 002 AND STAFF WITH THOSE OF THE STATE
 003 MUSEUM BUREAU.
 004

R JUL 15 74 L.D.2439 LEGISLATIVE FILES-RULE
 17-A.

001 -003 UTILIZE THE STAFF OF THE COMMISSION
 002 TO FILL VACANCIES IN THE STATE
 003 MUSEUM BUREAU.
 004

AA 23,100 AA 0 R JUL 15 74 L.D.2439. LEGISLATURE FILES-RULE
 17-A.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 39 UNIVERSITY OF MAINE

002 -00

001 -001 RELOCATE THE CHANCELLOR'S OFFICE TO
 002 THE UNIVERSITY'S CENTRAL OFFICES IN
 003 BANGOR.

004

005

006

007

008

N JUL 15 74 THE TRUSTEES BELIEVE IT IS MORE
 EFFECTIVE TO HAVE A CHANCELLOR'S
 OFFICE AT EACH OF THE TWO MAJOR
 POPULATION CENTERS, AND HAS DETER-
 MINED THAT THE EXISTING FORM OF
 ORGANIZATION IS SATISFACTORY.

001 -002 REORGANIZE THE UNIVERSITY TO CREATE
 002 A STATE UNIVERSITY OF MAINE CON-
 003 SISTING OF THREE CAMPUSES AND SEVEN
 004 COLLEGES OF COMMUNITY AND VOCATIONAL
 005 EDUCATION.

006

007

R JUL 15 74 LEGISLATION WAS INTRODUCED IN
 ACCORDANCE WITH THE RECOMMENDATION
 BUT FAILED OF ENACTMENT.

001 -003 MODIFY MEMBERSHIP OF THE BOARD OF
 002 TRUSTEES TO ALLOW A MINIMUM OF FIVE
 003 APPOINTEES WITH VOCATIONAL EDUCA-
 004 TION INTERESTS.

005

R JUL 15 74 LEGISLATION WAS PRESENTED BUT
 FAILED OF PASSAGE.

001 -004 COMPILE A COMPREHENSIVE MANUAL TO
 002 DOCUMENT PROCEDURES, POLICIES, AND
 003 RESPONSIBILITIES RELATING TO AC-
 004 COUNTING ACTIVITIES.

005

006

007

008

R JUL 15 74 THE BOARD OF TRUSTEES ACCEPTS THE
 RECOMMENDATION AS PRACTICAL. AN
 APPROPRIATION OF \$15,000. WAS RE-
 QUESTED IN L.O. 2376 BUT NO FUNDS
 WERE ALLOCATED.

001 -005 DEVELOP FULL-COST ANALYSIS SO A
 002 MEASUREMENT OF EDUCATIONAL COST PER
 003 STUDENT BY PROGRAM AND DEGREE LEVEL
 004 WILL BE ESTABLISHED.

005

006

007

AS 400,000 P JUL 15 74 THE BOARD ACCEPTS THE PROPOSAL AS
 AC 249,000 PRACTICAL. A DATE OF JANUARY 1976
 HAS BEEN ESTABLISHED FOR IMPE-
 MENTATION. DURING THE PAST TWO

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008												YEARS THE UNIVERSITY HAS MOVED
009												TOWARD A COMPUTERIZED BUDGET
010												SYSTEM. A FINANCIAL MANAGEMENT
011												SYSTEM AND A STUDENT INFORMATION
012												SYSTEM. IMPLEMENTATION WILL
013												PROCEED AS FUNDS ARE AVAILABLE.
014												\$100,000. FROM THE CHANCELLOR'S
015												CONTINGENCY FUND IS BEING DEVOTED
016												ENTIRELY TO THIS PROJECT FOR 1974-
017												75. WHILE THE ANNUAL COST IS ES-
018												TIMATED AT \$249,000 THE INITIAL
019												COST WILL BE \$386,000. THE INDI-
020												CATED SAVINGS AND COSTS ALSO RE-
021												LATE TO RECOMMENDATIONS 8, 9, 21,
022												36, 39, 40, 45, 46, 48, 49, 55,
023												56, 61, 62.
001	-006	INVEST FREE EXCESS CASH BALANCES IN										
002		SHORT-TERM BANK REPURCHASE AGREE-										
003		MENTS.	AI	75,000	AI	75,000	I	JUL	15	74		THE UNIVERSITY ACCEPTS THE PRO-
004												POSAL AS PRACTICAL AND IT HAS BEEN
005												IMPLEMENTED.
001	-007	UTILIZE FORMAL BUDGET VARIANCE										
002		REPORTING.					I	JUL	15	74		THE UNIVERSITY CURRENTLY ANALYZES
003												AND REPORTS IN DETAIL, UTILIZING
004												FINANCIAL REPORTS ESTABLISHED IN
005												1971-72.
001	-008	REDESIGN THE FINANCIAL CONTROL										
002		SYSTEM TO OPTIMIZE COMPUTER UTILIZA-										
003		TION.	OC	50,000				R JUL	15	74		THE PROPOSAL IS ACCEPTED AS PRAC-
004												TICAL. IMPLEMENTATION DEPENDS UPON
005												FUNDING. A REQUEST WAS CONTAINED
006												IN L.D. 2376 BUT NO MONEY WAS
007												APPROPRIATED FOR THE PROPOSE.
008												ANNUAL COSTS AND SAVINGS ARE IN-
009												CLUDED UNDER #5.
001	-009	REQUIRE UNIVERSITY-WIDE UTILIZATION										
002		OF CENTRALIZED FINANCIAL CONTROL										
003		AND STUDENT INFORMATION SYSTEMS.					P	JUL	15	74		THE UNIVERSITY ACCEPTS THE PRO-

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

004									POSAL AS PRACTICAL AND PLANS TO
005									IMPLEMENT. ANNUAL COSTS AND
006									SAVINGS ARE INCLUDED IN #5.
001	-010	MAKE COMPUTER AND DATA PROCESSING							
002		SERVICES RESPONSIBLE FOR INVESTI-							
003		GATING POTENTIAL ELECTRONIC DATA							
004		PROCESSING APPLICATIONS.							
005									
006									
007									
001	-011	EXPEDITE PLANNED FACILITIES FOR THE							
002		CENTRAL COMPUTER, PERIPHERAL EQUIP-							
003		MENT, AND NECESSARY SUPPORT STAFF.	OC	300,000	OC	300,000	I	JUL 15 74	THE UNIVERSITY COMPUTER CENTER HAS
004									BEEN ASSIGNED AND HAS PERFORMED
005									THIS RESPONSIBILITY FOR SEVERAL
006									YEARS.
007									
008									
009									
001	-012	TRANSFER RESPONSIBILITY FOR THE							
002		PHYSICAL PLANT FUNCTION TO THE							
003		DIRECTOR OF PHYSICAL PLANT AT							
004		ORONO/BANGOR	AS	37,900	AS		O P	JUL 15 74	THE LEGISLATURE HAS APPROPRIATED
005									\$300,000 FOR A CENTRAL COMPUTER
									BUILDING WHICH WITH \$260,000 PRE-
									VIOUSLY APPROPRIATED HAS MADE IT
									POSSIBLE TO PROCEED. A CONTRACT
									HAS BEEN AWARDED AND CONSTRUCTION
									IS UNDERWAY.
001	-013	MAKE FOGLER LIBRARY THE COORDINATOR							
002		OF LIBRARY SERVICES WITHIN THE							
003		UNIVERSITY.	AS	112,600			S	JUL 15 74	THE UNIVERSITY HAS AGREED TO STUDY
004									THE RECOMMENDATION. THE ANNUAL
005									SAVING IS NOT DETERMINED.
001	-014	ESTABLISH THE ORONO BOOKSTORE AS							
002		COORDINATOR FOR ALL TEXTBOOK PURCHA-							
003		SES.	AS	57,300			S	JUL 15 74	THE UNIVERSITY AGREES TO STUDY THE
004									RECOMMENDATION. SAVINGS ARE NOT
005									DETERMINED.
001	-015	ESTABLISH A CENTRAL OFFICE FOR							
002		PROCESSING ADMISSION APPLICATIONS.					P	JUL 15 74	THE PROPOSAL IS ACCEPTED AND IM-

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003

PLEMENTATION IS UNDERWAY.

001 -016 CENTRALIZE RESPONSIBILITY FOR
 002 AUXILIARY ENTERPRISES UNDER THE
 003 VICE CHANCELLOR FOR BUSINESS AND
 004 FINANCIAL AFFAIRS.

S JUL 15 74 AFTER CONSIDERABLE STUDY THE UNIVERSITY HAS ACCEPTED THE RECOMMENDATION. IT SEES NEED FOR STAFF SUPPORT OF AUXILIARY ENTERPRISES AND IS CONSIDERING THE ADDITION OF A FINANCIAL ANALYST TO THE OFFICE OF FINANCIAL PLANNING TO REPRESENT THE UNIVERSITY IN SUCH AFFAIRS.

001 -017 IMPLEMENT A PERFORMANCE APPRAISAL
 002 SYSTEM FOR PROFESSIONAL STAFF AND
 003 FACULTY MEMBERS.

R JUL 15 74 THE SUM OF \$17,000 WAS REQUESTED FOR THE PURPOSE FROM THE LEGISLATURE BUT NO MONEY WAS APPROPRIATED IMPLEMENTATION DEPENDS UPON AVAILABILITY OF FUNDS.

001 -01 CRCNO/BANGOR CAMPUS

001 -018 TRANSFER THE REPORTING RELATIONSHIP
 002 OF THE PRESIDENT AT CRONO/BANGOR TO
 003 THE VICE CHANCELLOR-ACADEMIC.
 004

N JUL 15 74 THE BOARD OF TRUSTEES HAS REJECTED THE PROPOSAL AS BEING IMPRACTICAL.

001 -019 CLOSE THE BANGOR CAMPUS. AS 628,000 AS

0 N JUL 15 74 THE TRUSTEES CONSIDER THE PROPOSAL IMPRACTICAL BECAUSE (1) NO SPACE IS AVAILABLE FOR TRANSFER OF STUDENTS TO THE ORONO CAMPUS. (2) FUNDS WOULD BE REQUIRED TO PROVIDE SPACE AT ORONO. (3) ORONO DORMITORIES ARE FILLED TO CAPACITY. (4) THE UNIVERSITY HAS AN INVESTMENT OF \$1,000,000 AT THE BANGOR CAMPUS WHICH, TO A LARGE EXTENT, WOULD BE LOST AND (5) THE PROPERTY WOULD REVERT TO THE FEDERAL GOVERNMENT IF NOT USED FOR THE PURPOSE FOR

002
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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION ***MCM SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

014								WHICH IT WAS DONATED.
001	-020	SELL THE UNIVERSITY OF MAINE AT						
002		ORONO/BANGOR'S INTEREST IN THE						
003		CAPEHART HOUSING PROJECT.	OI	58,000		S	JUL 15 74	THE UNIVERSITY HAS AGREED TO STUDY
004								THE PROPOSAL AND TAKE WHATEVER
005								ACTION IS APPROPRIATE. THE AMOUNT
006								WHICH MIGHT BE REALIZED FROM THE
007								SALE IS UNDETERMINED.
001	-021	UTILIZE THE SUGGESTED REDESIGNED						
002		FINANCIAL CONTROL SYSTEM TO MAINTAIN						
003		BUDGETARY AND FINANCIAL CONTROLS AT						
004		ORONO/BANGOR.	AS	58,500		P	JUL 15 74	THE PROPOSAL HAS BEEN ACCEPTED AND
005								IMPLEMENTATION IS IN PROCESS. AN-
006								NUAL COSTS AND SAVINGS ARE IN-
007								CLUDED IN #5.
001	-022	REQUIRE THE UNIVERSITY AND THE STATE						
002		PURCHASING ORGANIZATIONS TO INCREASE						
003		COOPERATION IN NEGOTIATING CONTRACT						
004		ARRANGEMENTS.	AS	420,000 AS		O I	JUL 15 74	THE UNIVERSITY HAS BEEN COORDINAT-
005								ING PURCHASES IN SO FAR AS POSSI-
006								BLE WITH THE STATE PURCHASING
007								BUREAU. THE EXACT AMOUNT OF
008								SAVINGS THAT HAS BEEN REALIZED IS
009								UNDETERMINED.
001	-023	CONTINUE CONSOLIDATION OF THE ADMIS-						
002		SIONS AND STUDENT AID FUNCTIONS.						
003			AC	13,000		P	JUL 15 74	THE UNIVERSITY CONSIDERS THE
004								RECOMMENDATION TO BE PRACTICAL AND
005								IS CONTINUING CONSOLIDATION OF
006								ADMISSIONS AND STUDENT AID FUNC-
								TIONS.
001	-024	INCREASE THE ENROLLMENT MIX OF						
002		NONRESIDENT TO RESIDENT STUDENTS.	AI	504,000			JUL 15 74	THE PROPOSAL WOULD DECREASE MAINE
003								RESIDENT ENROLLMENT ANNUALLY BY
004								459 STUDENTS AND THEREBY DEPRIVE
005								MAINE RESIDENTS FROM OBTAINING A
006								COLLEGE EDUCATION. AS NON-RESIDENT
007								STUDENTS ARE SUBSIDIZED AT THE

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RATE OF \$550, STATE SUPPORT WOULD HAVE TO BE INCREASED BY \$250,000 ANNUALLY. THE RECOMMENDATION HAS BEEN REJECTED.

001 -025 INTENSIFY EFFORTS TO ESTABLISH
002 REASONS FOR MAJOR ENROLLMENT DE-
003 CREASES BETWEEN SEMESTERS IN THE
004 1973 SCHOOL YEAR.

I JUL 15 74 THE UNIVERSITY ACCEPTS THE PRO-
POSAL AND WILL MAKE CONTINUING
EFFORTS TO DETERMINE THE REASONS
FOR DROP-OUTS AND WHAT REMEDIAL
ACTION SHOULD BE TAKEN TO IMPROVE
RETENTION OF STUDENTS.

001 -026 INCREASE STUDENT SERVICES BY PRO-
002 VIDING A CENTRAL CLEARINGHOUSE
003 FOR JOBS.

AC 15,000

R JUL 15 74 THE UNIVERSITY CONSIDERS THIS TO BE A PRACTICAL PROPOSAL AND WILL IMPLEMENT AS FUNDS BECOME AVAILABLE. THE SUM OF \$6,000 WAS REQUESTED IN L.D.2376 BUT NO MONEY WAS APPROPRIATED.

001 -027 ESTABLISH THE DEVELOPMENT OFFICE AS
002 THE COORDINATOR OF PRIVATE FUND
003 RAISING ACTIVITIES.

P JUL 15 74 THE UNIVERSITY HAS ALWAYS AND WILL
CONTINUE TO COOPERATE IN ALL
POSSIBLE WAYS WITH INDEPENDENT
FUND RAISING GROUPS, BOTH INTERNAL
AND EXTERNAL.

001 -028 IMPLEMENT AN INTEGRATED SAFETY
002 AND TRAINING PROGRAM FOR PERSON-
003 NEL.

2 JUL 15 74 THE UNIVERSITY AGREES THAT THE PROPOSAL IS PRACTICAL AND NEEDED. THE SUM OF \$25,000 WAS REQUESTED IN L.C.2376 BUT NO MONEY WAS APPROPRIATED. IMPLEMENTATION IS DEPENDENT UPON AVAILABILITY OF FUNDS.

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001 -029 CONSTRUCT EQUIPMENT STORAGE
 002 FACILITIES AT AROOSTOCK FARM AND
 003 BLUEBERRY HILL, AND CORRECT THE
 004 DRAINAGE PROBLEM AT THE LATTER.
 005
 006
 007
 008
 009
 010

R JUL 15 74 THE UNIVERSITY ACCEPTS THE PRO-
 POSALS AS PRACTICAL AND NEEDED.
 THE SUM OF \$25,000 WAS REQUESTED
 IN L.D.2376 BUT NO MONEY WAS
 ALLOCATED. IMPLEMENTATION IS DE-
 PENDENT UPON FUNDS FOR CONSTRUC-
 TION OF STORAGE FACILITIES.

001 -02 PORTLAND/GORHAM CAMPUS

001 -030 TRANSFER THE REPORTING RELATION-
 002 SHIP OF THE PRESIDENT AT PORT-
 003 LAND-GORHAM FROM THE CHANCELLOR
 004 TO THE VICE CHANCELLOR-ACADEMIC.
 005
 006
 007

N JUL 15 74 THE TRUSTEES HAVE DETERMINED THE
 PROPOSAL TO BE IMPRACTICAL AND
 PREFER THE PRESENT REPORTING
 ARRANGEMENT.

001 -031 COMPLETE THE STUDY OF THE JOINT
 002 ACTION COMMISSION ON UNIVERSITY
 003 GOALS AND DIRECTIONS AND ADOPT
 004 OVERALL OBJECTIVES FOR PORTLAND-
 005 GORHAM.
 006
 007

P JUL 15 74 THE UNIVERSITY ACCEPTS THE REC-
 OMMENDATION AND IS CONTINUING
 EFFORTS TO FULLY IMPLEMENT.

001 -032 DEVELOP GORHAM AS THE CENTER OF
 002 GENERAL ACADEMIC PROGRAMS AND AD-
 003 MINISTRATION.
 004
 005
 006

S JUL 15 74 THE BOARD OF TRUSTEES HAS DECIDED
 THE PROPOSAL SHOULD BE GIVEN FUR-
 THER STUDY BEFORE A DECISION IS
 MADE.

001 -033 CHANGE THE LOCATION OF THE PROPOSED
 002 \$1.4 MILLION SCIENCE FACILITY TO
 003 GORHAM.
 004
 005
 006

N JUL 15 74 THE BOARD OF TRUSTEES DETERMINED
 THE PROPOSAL SHOULD BE REJECTED AS
 THE SITE FOR THE SCIENCE FACILITY
 WAS SELECTED AFTER LONG AND CARE-

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I = INCOME	= I		MONTH-DY-YR

 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

007
 008
 009
 FUL DELIBERATION AND SHOULD NOT BE
 CHANGED. THE PROJECT IS IN FINAL
 DESIGN STAGE.

001 -034 CONSOLIDATE THE REGISTRAR'S OFFICE
 002 AT GORHAM. AS 49,400 AS 0 N JUL 15 74 THE UNIVERSITY FINDS THE PROPOSAL
 003 UNACCEPTABLE. IT HAS DECIDED THERE
 004 IS NEED FOR PERSONNEL NOW
 005 EMPLOYED. THERE IS LITTLE OR NO
 006 DUPLICATION OF EFFORT. FOR THE
 007 BENEFIT OF STUDENTS THE PRESENT
 008 ORGANIZATION IS SATISFACTORY.
 009

001 -035 CONSOLIDATE THE BUSINESS MANAGER'S
 002 OFFICE AT GORHAM. AS 41,100 AS 0 N JUL 15 74 THE UNIVERSITY FINDS THE RECOMMEN-
 003 DATION UNACCEPTABLE. PAYROLLS,
 004 PURCHASING, FEDERAL GRANTS CONTROL
 005 AND ACCOUNTS PAYABLE ARE NOW CON-
 006 SOLIDATED AT GORHAM. IF THE
 007 OFFICES WERE COMBINED STUDENTS
 008 WOULD BE INCONVENIENCED AND THE
 009 SAME NUMBER OF PERSONNEL REQUIRED.

001 -036 UTILIZE THE PRESENT COMPUTERIZED
 002 STUDENT ACCOUNTING SYSTEM FOR CON-
 003 TINING EDUCATION DIVISION. AS 3,000 P JUL 15 74 THE UNIVERSITY ACCEPTS THE PROPOS-
 004 AL AND IS IMPLEMENTING. ANNUAL
 005 COSTS AND SAVINGS ARE INCLUDED IN
 006 #5.

001 -037 ELIMINATE THE POSITION OF UNIVERSITY
 002 ARCHIVIST. AS 15,400 AS 0 N JUL 15 74 THE PROPOSAL IS CONSIDERED UNAC-
 003 CEPTABLE. IT CONSIDERS THE POSI-
 004 TION TO BE IMPORTANT TO THE PRE-
 005 SERVATION OF SIGNIFICANT EDUCA-
 006 TIONAL RECORDS.

001 -03 FARMINGTON CAMPUS

001 -038 TRANSFER THE REPORTING RELATIONSHIP
 002 OF THE PRESIDENT AT FARMINGTON FROM
 003 THE CHANCELLOR TO THE VICE

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

004	CHANCELLOR-ACADEMIC.				N	JUL	15 74	THE UNIVERSITY HAS DETERMINED THE PROPOSAL TO BE IMPRACTICABLE. IT
005								
001	-039 UTILIZE THE SYSTEM EMPLOYED BY THE							
002	CENTRAL ACCOUNTING UNIT FOR BUDGET-							
003	ARY CONTROL.	AS	7,700		P	JUL	15 74	THE RECOMMENDATION IS ACCEPTED AND IS IN THE PROCESS OF IMPLEMENTATION. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN #5.
004								
005								
006								
001	-040 MAKE USE OF THE STUDENT ACCOUNTS							
002	RECEIVABLE (STAR) SYSTEM UPON ITS							
003	COMPLETION.	AS	15,700		P	JUL	15 74	THE UNIVERSITY ACCEPTS THE PROPOSAL AS PRACTICAL AND IS TAKING ACTION TO IMPLEMENT. ANNUAL COSTS AND SAVINGS ARE INCLUDED IN #5.
004								
005								
006								
001	-041 REDUCE THE REGISTRAR'S STAFF BY TWO							
002	CLERKS.	AS	13,900 AS		O	N	JUL	15 74
003								AFTER DETAILED STUDY THE UNIVERSITY HAS DECIDED THE RECOMMENDATION IS UNACCEPTABLE AS THE WORK LOAD JUSTIFIES THE PRESENT LEVEL OF STAFFING.
004								
005								
006								
001	-042 RAISE THE STANDARDS OF BUILDING							
002	MAINTENANCE.				L	JUL	15 74	THE UNIVERSITY CONCURS WITH THE RECOMMENDATION TO RAISE STANDARDS OF BUILDING MAINTENANCE. A REQUEST FOR \$25,000 WAS CONTAINED IN L.D. 2376 BUT NO MONEY WAS APPROPRIATED FOR THE PURPOSE. AN AMOUNT OF \$1,021,000 IS ESTIMATED TO BE REQUIRED TO BRING ALL CAMPUS BUDGETS TO AN ACCEPTABLE LEVEL OF 2% OF BUILDING VALUE. SUCH AN ALLOCATION WOULD ELIMINATE OR GREATLY REDUCE THE NEED FOR ANNUAL REQUESTS FOR SPECIAL PROJECTS.
003								
004								
005								
006								
007								
008								
009								
010								
011								
012								
013								
014								
001	-043 HIRE A DIRECTOR OF PHYSICAL PLANT TO							
002	SUPERVISE MAINTENANCE, CAMPUS SECURITY, AND THE MOTOR POOL.				U	JUL	15 74	THE POSITION OF DIRECTOR OF PHYSI-
003								

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R      =REJECTED BY LEGISLATURE
      MONTH-DY-YR

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SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION          *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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004
005
006
007
008
009

CAL PLANT WAS REQUESTED IN THE 1974 BUDGET. THE UNIVERSITY ENDORSES THE PROPOSAL AND HAS IMPLEMENTED, ALTHOUGH THE SUM OF \$12,000. WAS REQUESTED IN L.D. 2376 AND NC MONEY WAS APPROPRIATED.

001 -04 AUGUSTA CAMPUS

001 -044 TRANSFER THE REPORTING RELATIONSHIP
002 OF THE PRESIDENT TO THE VICE
003 CHANCELLOR COMMUNITY AND VOCATIONAL
004 EDUCATION.

N JUL 15 74 THE UNIVERSITY REJECTS THE PROPOSAL AS BEING IMPRACTICAL. IT BELIEVES THE PRESENT REPORTING ARRANGEMENT IS MORE SATISFACTORY.

001 -045 EMPLOY CENTRAL ACCOUNTING'S SYSTEM
002 OF GENERAL ACCOUNTING AND BUDGETARY
003 CONTROL.

P JUL 15 74 THE PROPOSAL IS ACCEPTED AND IS
PROCEEDING TO IMPLEMENT. ANNUAL
COSTS AND SAVINGS ARE INCLUDED IN
#5.

```
001      -046 UTILIZE THE STUDENT ACCOUNTS RECEI-
002      VABLE (STAR) SYSTEM AFTER ITS
003      DEVELOPMENT BY THE UNIVERSITY'S
004      CENTRAL COMPUTER GROUP.
```

AS 5,800

P JUL 15 74 THE UNIVERSITY CONSIDERS THE PRO-
POSAL PRACTICAL AND IS IMPLEMEN-
TING. A REQUEST FOR \$5,500. FOR
THE PURPOSE WAS INCLUDED IN L.D.
2376 BUT NO APPROPRIATION WAS
MADE. ANNUAL COSTS AND SAVINGS ARE
INCLUDED IN #5.

001 -047 RAISE THE STANDARDS OF BUILDING
002 MAINTENANCE.

P JUL 15 74 THE UNIVERSITY CONCURS WITH THE
PROPOSAL AND IS IMPLEMENTING IN SO
FAR AS FUNDS ALLOW. THE SUM OF
\$5,000 WAS REQUESTED IN L.O. 2376
BUT NO MONEY WAS ALLOTTED. ANNUAL
COSTS ARE INCLUDED IN #42.

004
005
006
007

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 -05 MACHIAS CAMPUS

001 -048 UTILIZE CENTRAL ACCOUNTING'S SYSTEM
 002 OF ACCOUNTING AND BUDGETARY CONTROL.
 003
 004
 005

P JUL 15 74 THE RECOMMENDATION HAS BEEN ACCEP-
 TED AND IS BEING IMPLEMENTED. AN-
 NUAL COSTS AND SAVINGS ARE INCLU-
 DED IN #5.

001 -049 EMPLOY THE STUDENT ACCOUNTS RECEIV-
 002 ABLE (STAR) SYSTEM UPON COMPLETION. AS 5,900
 003
 004
 005

P JUL 15 74 THE RECOMMENDATION HAS BEEN
 ACCEPTED AND IS BEING IMPLEMENTED.
 ANNUAL COSTS AND SAVINGS ARE IN-
 CLUDED IN #5.

001 -050 RAISE THE STANDARDS OF BUILDING
 002 MAINTENANCE.
 003
 004
 005

JUL 15 74 THE UNIVERSITY CONCURS WITH THE
 PROPOSAL TO RAISE STANDARDS OF
 BUILDING MAINTENANCE. ANNUAL COSTS
 ARE INCLUDED IN #42.

001 -051 REDUCE THE NUMBER OF CARS IN THE
 002 CAMPUS MOTOR POOL BY TWO. AS 2,700 AS
 003 OI 5,000 OI
 004
 005
 006
 007

O N JUL 15 74 THE UNIVERSITY HAS DETERMINED THE
 PROPOSAL TO BE UNACCEPTABLE. HOW-
 EVER, IT IS MAINTAINING TRIP LOGS
 FOR EACH VEHICLE AND WILL REVIEW
 OPERATIONS ANNUALLY.

001 -052 ABOLISH THE 4-YEAR DEGREE-GRANTING
 002 PROGRAMS. AS 130,000 AS
 003
 004

O R JUL 15 74 LEGISLATURE ACTION WOULD BE RE-
 QUIRED. A MEASURE WAS INTRODUCED
 BUT FAILED OF ACCEPTANCE.

001 -053 CONSOLIDATE THE REMAINING PROGRAMS
 002 AND STAFF OF MACHIAS WITH THE
 003 WASHINGTON COUNTY COLLEGE OF COM-
 004 MUNITY AND VOCATIONAL EDUCATION
 005 INTO A SINGLE CAMPUS. AS 198,000 AS
 006
 007

R JUL 15 74 LEGISLATION WAS PRESENTED TO
 AUTHORIZE THE PROPOSED CONSOLIDA-
 TION BUT FAILED OF PASSAGE.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *HMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-054 DEFER THE PLANNED \$960,000 SCIENCE							
002	BUILDING UNTIL THE WASHINGTON COUNTY							
003	COLLEGE LOCATION AND ITS FACILITY							
004	REQUIREMENTS HAVE BEEN DETERMINED.							
005								
006								
007								
008								
001	-06 PRESQUE ISLE CAMPUS							
001	-055 UTILIZE THE UNIVERSITY WIDE SERVICES							
002	(UWS) SYSTEM OF BUDGETARY CONTROL.							
003								
004								
005								
001	-056 EMPLOY THE STUDENT ACCOUNTS RECEIVABLE (STAR) SYSTEM UPON ITS COMPLETION.	AS	14,800					
002								
003								
004								
005								
006								
001	-057 MAINTAIN RECORDS OF UTILIZATION AND REPAIR OF MOTOR POOL VEHICLES.							
002								
003								
001	-058 REDUCE THE NUMBER OF MOTOR VEHICLES IN THE CAMPUS MOTOR POOL.	AS	2,700 AS					
002		OA	5,700 CA					
003								
004								
005								
006								
007								
001	-059 ABOLISH THE 4-YEAR DEGREE-GRANTING PROGRAMS.	AS	275,400					
002								
003								
004								
001	-060 MERGE THE REMAINING PROGRAMS AND							

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

002	STAFF OF PRESQUE ISLE WITH NORTHERN							
003	MAINE COLLEGE OF COMMUNITY AND							
004	VOCATIONAL EDUCATION.	AS	121,900 AS	0	R JUL	15 74	IMPLEMENTATION WAS DEPENDENT UPON	
005							LEGISLATION WHICH FAILED OF	
006							ENACTMENT.	
001	-07 FORT KENT CAMPUS							
001	-061 UTILIZE UNIVERSITY WIDE SERVICES*							
002	ESTABLISHED SYSTEM OF ACCOUNTING AND							
003	BUDGETARY CONTROL.				P	JUL	15 74	THE UNIVERSITY ACCEPTS THE PRO-
004								POSAL AND IS IMPLEMENTING. ANNUAL
005								COSTS AND SAVINGS ARE INCLUDED IN
006								#5.
001	-062 UTILIZE THE STUDENT ACCOUNTS RECEIV-							
002	ABLE (STAR) SYSTEM UPON ITS COM-							
003	PLETION.				P	JUL	15 74	THE RECOMMENDATION IS ACCEPTED AS
004								BEING PRACTICAL AND IS IMPL-
005								MENTING. ANNUAL COSTS AND SAVINGS
006								ARE INCLUDED IN #5.
001	-063 INVESTIGATE THE POSSIBILITY OF							
002	ACQUIRING THE NATIONAL GUARD ARMORY							
003	AT FORT KENT.				N	JUL	15 74	THE UNIVERSITY STUDIED THIS
004								SUGGESTION FOR THE SECOND TIME IN
005								TWO YEARS AND DETERMINED IT TO BE
006								IMPRACTICAL. THE NATIONAL GUARD
007								COULD NOT GIVE UP THE BUILDING
008								WITHOUT OBTAINING A SIMILAR FACIL-
009								ITY. THE COST OF A NEW BUILDING
010								PLUS RENOVATION OF THE PRESENT
011								STRUCTURE WOULD BE MORE EXPENSIVE.
001	-064 ABOLISH THE 4-YEAR DEGREE-GRANTING							
002	PROGRAMS.	AS	106,100		R JUL	15 74	AMEASURE WAS PRESENTED TO THE	
003								LEGISLATURE BUT FAILED OF ACCEPT-
004								ANCE.
001	-065 CONSOLIDATE FORT KENT'S ADMINISTRA-							
002	TION AND PROGRAMS WITH NORTHERN							
003	MAINE COLLEGE OF COMMUNITY AND							

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

004	VOCATIONAL EDUCATION.	AS	139,000 AS	0	R JUL 15 74	IMPLEMENTATION REQUIRES LEGISLA-
005						TION. A MEASURE WAS PRESENTED BUT
006						FAILED OF ENACTMENT.

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001 40 MAINE MARITIME ACADEMY
 002 -00

001 -001 UPGRADE THE PRESENT TERMINAL FACILI-
 002 TIES AND DO NOT PURCHASE A COMPUTER. AC 17,700
 003 AA 50,000
 004 OC 1,000
 005 OA 50,000
 006

S JUL 15 74 THE ACADEMY REPORTS IT HAS NO
 PLANS TO PRUCHASE A COMPUTER AND
 HAS NOT REQUESTED ANY FUNDS FOR
 THE PURPOSE.

001 -002 AUTOMATE THE ACCOUNTING OPERATION
 002 AND IMPLEMENT A STUDENT INFORMATION
 003 SYSTEM AS 8,300
 004 OC 8,000
 005
 006
 007
 008
 009
 010

S JUL 15 74 THE ACADEMY CONCURS WITH THE ES-
 TIMATE OF \$8,000 FOR UP-GRADING
 THE PRESENT TERMINAL. IT DOES NOT
 CONSIDER PRACTICAL THE ELIMINATION
 OF TWO CLERKS BUT WILL GIVE THE
 PROPOSAL CONSIDERATION.

001 -003 IMPROVE COMMUNICATIONS WITH THE
 002 COMPUTER AND DATA PROCESSING SER-
 003 VICES GROUP TO KEEP ABREAST OF
 004 AVAILABLE COMPUTER SERVICES AND
 005 APPLICATIONS.
 006
 007

I JUL 15 74 THE RECOMMENDATION IS ACCEPTED AND
 WILL BE IMPLEMENTED IN SO FAR AS
 POSSIBLE.

001 -004 INITIATE BETTER ACCOUNTING PRACTICES
 002

I JUL 15 74 THE FISCAL OFFICERS OF THE ACADEMY
 PLAN TO IMPLEMENT.

001 -005 IMPROVE SUPERVISION AND TRAINING OF
 002 PERSONNEL IN THE FISCAL SECTION.
 003

I JUL 15 74 STEPS ARE BEING TAKEN TO COMPLY
 WITH THE RECOMMENDATION.

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001 41 DEPARTMENT OF HEALTH AND WELFARE
 002 -00

001 -001 INITIATE A SCHEDULE OF PREPLANNED
 002 REGULAR MEETINGS OF BUREAU DIRECTORS

I JUL 15 74

001 -002 CONSOLIDATE MEDICAL EVALUATION AND
 002 QUALIFICATION FOR MEDICAID AND
 003 MEDICARE.

AS 9,000 AS 5,146
 (FEDERAL) AS 18,000

I JUL 15 74 ALL BUT SKILLED NURSING FACILITY
 CONSOLIDATED. SPECIAL SKILLS RE-
 QUIRED FOR CERTIFICATION.

001 -003 CONSOLIDATE ACCOUNTING AND DATA
 002 PROCESSING OPERATIONS.

P JUL 15 74 SEE H18.

001 -004 PROMOTE PUBLICATION OF THE DEPART-
 002 MENT'S WORK IN PROFESSIONAL
 003 JOURNALS.

I JUL 15 74

001 -005 RELOCATE ON-LINE ELECTRONIC DATA
 002 PROCESSING TERMINALS IN A CENTRAL
 003 AREA WITHIN EACH DISTRICT OFFICE.

P JUL 15 74 FULL IMPLEMENTATION PENDING
 LEGISLATION ACTION IN JANUARY,
 1975.

001 -006 INVESTIGATE THE POSSIBILITY OF
 002 CONSOLIDATING THE CENTRAL OFFICES
 003 INTO ONE LOCATION.

I JUL 15 74 ON GOING RESPONSIBILITY OF DIREC-
 TOR OF ADMINISTRATION. CONSTRUC-
 TION OF NEW BUILDING WITH \$41,000
 PENDING. MAY BE AVAILABLE IN ONE
 YEAR.

001 -01 BUREAU OF SOCIAL WELFARE

001 -007 PROVIDE CENTRAL OFFICE STAFF MANA-
 002 GERS WITH AUTHORITY OVER REGIONAL
 003 PROGRAMS.

S JUL 15 74

001 -008 DEVELOP CAREER OPPORTUNITIES.

I JUL 15 74 IMPLEMENTED AND ON-GOING.

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001	-009	DEFINE THE RESPONSIBILITY AND AC-							
002		COUNTABILITY OF RESERCH EVALUATION							
003		AND PLANNING.				I	JUL	15	74
001	-010	STANDARDIZE DATA INPUT FOR THE							
002		MANAGEMENT INFORMATION CONTROL							
003		SYSTEM.				I	JUL	15	74
001	-011	REDUCE OVERPAYMENT OF WELFARE							
002		BENEFITS.	AS	522,000	AS	287,300			
003			(FEDERAL)	AS 1,277,000	AC	104,257	P	JUL	15 74
001	-012	DEVELOP A COMMUNICATION SYSTEM FOR							
002		TIMELY DISTRIBUTION OF POLICY AND							
003		PROCEDURAL CHANGES TO SOCIAL WELFARE							
004		AND ADMINISTRATION.				I	JUL	15	74
001	-013	DEVELOP A COMPUTERIZED CONTROLS							
002		SYSTEM FOR THE SUPPORT, ENFORCEMENT,							
003		AND LOCATION UNIT (SELU).				P	JUL	15	74
001	-014	INCREASE THE AMOUNT OF MONEY COL-							
002		LECTED FROM ABSENT FATHERS BY THE							
003		SUPPORT ENFORCEMENT, AND LOCATION							
004		UNIT.	AS	196,000	AS	270,000			
005			(FEDERAL)	AS 18,000	AC	64,000	P	JUL	15 74
006			(LOCAL)	210,000					
001	-015	PUBLICIZE THE EXISTENCE AND OPERA-							
002		TIONS OF THE SUPPORT, ENFORCEMENT,							
003		AND LOCATION UNIT.				P	JUL	15	74
001	-016	PUBLICIZE OPERATIONS OF THE FRAUD							
002		INVESTIGATION DIVISION OF THE							
003		DEPARTMENT OF AUDIT.				S	JUL	15	74
004									RECOMMENDATION TRANSFERRED TO AU-
005									DIT DEPARTMENT, AND IT'S UNDER
									STUDY THERE
001	-017	CENTRALIZE PROCESSING OF CATEGORICAL							
002		ASSISTANCE SUCH AS AID TO THE AGED.							
003		BLIND, DISABLED, AND FAMILIES WITH							
004		DEPENDENT CHILDREN.	AS	45,000					

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005		(FEDERAL) AS	45,000 AS	45,000 I	JUL	15 74	CONSOLIDATED TO THE POINT FEASIBLE
001	-02	BUREAU OF REHABILITATION					
001	-018	TRANSFER PAYROLL, BUDGET PREPARATION					
002		AND CONTROL AS WELL AS INVOICE					
003		PROCESSING TO THE BUREAU OF ADMINIS-					
004		AS	32,200 AS	13,150 P	JUL	15 74	PLANS ARE NOW UNDERWAY FOR THE
005							DEPARTMENT TO LEASE A NEW BUILDING
006							WHICH WILL CONSOLIDATE ALL OFFICES
007							IN ONE COMPLEX.
001	-019	ELIMINATE CURRENT AND PLANNED ON-					
002		AS	7,900 AS	7,900			
003		(FEDERAL) AS	18,400 AS	18,400 I	JUL	15 74	PARTIALLY IMPLEMENTED. FOOD STAMP
004							PROGRAM HAS INCREASED THE NEED FOR
005							DATA PROCESSING. NO ADDITIONAL
006							TERMINALS WERE ADDED WITH THIS
007							INCREASED CASE LOAD.
001	-020	INSTITUTE A PROGRAM TO HIRE BLIND					
002		AND VISUALLY IMPAIRED INDIVIDUALS.					
003					P	JUL	15 74 020 GOVERNOR'S COMMITTEE ON HIRING
004							THE HANDICAPPED HAS DESIGNED PLAN
005							FOR HIRING HANDICAPPED, COMMITTEE
006							WILL BE SUBMITTING LEGISLATION TO
							SUPPLEMENT PLAN.
001	-03	BUREAU OF MEDICAL CARE					
001	-021	CONSOLIDATE BILLS OR CLAIMS FOR DRUG					
002		PRESCRIPTIONS UNDER MEDICAID ON A					
003		SUITABLE MULTIPLE ITEM FORM AND					
004		AS	71,700 AS	280,000			
005		(FEDERAL) AS	91,200		I	JUL	15 74 PAID IS NOW OPERATION IN MAINE.
006							THIS WILL RESULT IN MORE EFFICIENT
007							PAYMENT OF BILLS AND WILL REDUCE
008							COST OF ADMINISTERING PROGRAM.
001	-022	INSTITUTE A STATISTICAL AUDIT SYSTEM					
002		SAMPLE FOR PAYMENTS OF MEDICAID					
003		AS	15,400				
004		(FEDERAL) AS	22,100		N	JUL	15 74 NOT FEASIBLE. STATE CONTROLLER

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

005
006

MUST PREAUDIT ALL BILLS BY LAW.
 SEE M.R.S.A., TITLE 5, SEC. 1541.

001	-023	REDUCE VENDOR HANDLING FEES FOR							
002		WELFARE CLIENT DRUG PRESCRIPTIONS TO							
003		COVER COSTS.	AS	44,000					
004		(FEDERAL)	AS	56,000	I	JUL	15 74	SAVINGS INCLUDED IN ITEM 21.	
001	-024	ELIMINATE THE BACKLOG OF UNPAID							
002		BILLS.			I	JUL	15 74	SAVINGS INCLUDED IN ITEM 21.	
001	-025	ELIMINATE THE BUREAU AND DISTRIBUTE							
002		ITS FUNCTIONS WITHIN THE DEPARTMENT.			I	JUL	15 74		
001	-026	INSTITUTE A FEE SYSTEM FOR HOSPITAL,							
002		NURSING HOME, AND BOARDING HOME							
003		LICENSES.	AI	85,000	L	JUL	15 74	L.D.2468 REFERRED TO 107TH LEGI-	
004								SLATURE. IT WILL BE REDRAFTED AND	
005								SUBMITTED THEN.	
001	-04	BUREAU OF HEALTH							
001	-027	INCREASE THE FEE CHARGED FOR TESTING							
002		PRIVATE WATER SAMPLES FROM \$2 TO \$9.	AI	140,000	L	JUL	15 74	L.D.2468 REFERRED TO 107TH. SEE	
003								#26.	
001	-028	CHARGE A FEE TO COVER LABORATORY							
002		TEST COSTS.	AI	133,000	L	JUL	15 74	L.D.2468 REFERRED TO 107TH. SEE	
003								#26.	
001	-029	MERGE CERTAIN DEDICATED FUND AC-							
002		COUNTS INTO THE GENERAL FUND.	OT	202,100	L	JUL	15 74	L.D.2468 REFERRED TO 107TH LEGI-	
003								SLATURE. SEE #26.	
001	-030	ELIMINATE THE REQUIREMENT FOR A							
002		LICENSE TO SELL PROPHYLACTIC RUBBER							
003		GOODS.			L	JUL	15 74	L.D.2468. SEE #26.	
001	-031	ELIMINATE THE POSITIONS OF FIVE							
002		DENTAL HYGIENISTS AND A CLERK-TYPIST							
003		IN THE DIVISION OF DENTAL HEALTH.	AA	46,700 AA	35,000 I	JUL	15 74	IMPLEMENTED IN SO FAR AS POSSIBLE.	

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-032	FILL THE POSITIONS OF DIRECTOR OF							
002		THE DIVISION OF DISEASE CONTROL AND							
003		DIRECTOR OF THE DIVISION OF HEALTH							
004		RESOURCES.							
005			I	JUL	15 74	50% IMPLEMENTED. BUDGET REQUEST			
006						FOR FULL IMPLEMENTATION REJECTED.			
007						WILL BE RE-INTRODUCED IN 107TH			
						LEGISLATURE.			
001	-033	ESTABLISH A GRADUATED FEE SCHEDULE							
002		FOR LICENSE AND INSPECTION OF EATING							
003		AND LODGING FACILITIES.	L	JUL	15 74	L.O.2468. SEE #26.			
001	-034	DEVELOP A PLAN FOR RECORDING, MAIN-							
002		TAINING, AND USING VITAL HEALTH AND							
003		STATISTICAL DATA.	P	JUL	15 74				
001	-035	COMPILE AND PUBLISH AN INDEX OF							
002		AVAILABLE HEALTH DATA.	I	JUL	15 74				
001	-036	MAXIMIZE THE USE OF VITAL STATISTICS	P	JUL	15 74				
001	-037	DESIGN A DATA PROCESSING SYSTEM TO							
002		COLLECT HEALTH DATA WHICH PROVIDES							
003		EFFECTIVE CONTROL OF CURRENT AND							
004		FUTURE NEEDS.	P	JUL	15 74				
001	-038	REORGANIZE AND CONSOLIDATE HEALTH							
002		PLANNING.	AS		9,100 AS	O			
003			AS		9,100	S	JUL	15 74	
001	-039	CONSOLIDATE VARIOUS INFORMATION AND							
002		EDUCATION FUNCTIONS OF THE BUREAU							
003		INTO A SINGLE UNIT.	AS		23,000 AS	10,000 P	JUL	15 74	
001	-05	BUREAU OF ADMINISTRATION							
001	-040	ELIMINATE THE USE OF CATHODE RAY							
002		TUBE TERMINALS AS AN INPUT FOR							
003		RECORDING DATA.	AS		8,500	N	JUL	15 74	FIELD OFFICES WERE JUST CONVERTING
004									TO USE OF CATHODE RAY TUBE TERMIN-
005									NALS WHEN SURVEY WAS DONE. SINCE
006									THEN, THE SYSTEM HAS IMPROVED

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      MONTH-DY-YR

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SEQ	*CONTROL	*DEPARTMENT AND RECOMMENDATION	*MMC SURVEY	*DEPARTMENT	*STATUS	*ACTION DATE*	REMARKS
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SIGNIFICANTLY AND IS PLAYING A MUCH LARGER AND DIFFERENT ROLE. 50,000 PEOPLE RECEIVING FOOD STAMPS ARE BEING PROCESSED UNDER THE SYSTEM. ELIMINATION OF THE TERMINALS WOULD BE CATASTROPHIC TO THE FOOD STAMP PROGRAM. ALSO, MAJOR ENHANCEMENTS OF THE SYSTEM ARE BEING PLANNED FOR THE INCOME MAINTENANCES PROGRAM.

001
002

-041 ESTABLISH A 90-DAY DEADLINE FOR
ACCOUNTS DUE FROM MEDICAL VENDORS.

AI 11,200 AI 11,200 I JUL 15 74

001

-042 REVIEW JOB CLASSIFICATIONS.

I JUL 15 74

001
002
003
004
005

-043 CONVERT THE REMAINING TABULATING
JOBS TO BE PROCESSED ON THE CENTRAL
COMPUTER.

AS 17,000 AS 19,000
OC 2,000 I JUL 15 74 IMPLEMENTATION SHOULD BE 100% BY
SEPT. 30, 1974.

001
002

-044 ELIMINATE THE TRUCK USED BY DATA PROCESSING.

AS 600 AS 400 I JUL 15 74

001
002
003
004

-045 REDUCE THE TECHNICAL STAFF OF DATA
PROCESSING BY FIVE POSITIONS.

AS 60,000 N JUL 15 74 WORK LOAD INCLUDES DESIGN AS WELL
AS MAINTENANCE. WORK LOAD HAS IN-
CREASED SINCE REPORT WAS PUBLISHED

001

-046 ESTABLISH A QUALITY CONTROL FUNCTION

P JUL 15 74

001
002
003
004
005

-047 TRANSFER THE BULK OF MAIL AND MESSENGER FUNCTIONS TO CENTRAL MAIL SERVICE.

AS 4,900 P JUL 15 74 CENTRAL MAIL SERVICE BEING REORGANIZED. SHOULD BE ABLE TO TRANSFER IN SIX MONTHS.

001
002

-048 PURGE AND DESTROY CLOSED CASE FOLDERS IN THE DISTRICT OFFICES.

P JUL 15 74

001

-049 ELIMINATE THE SOCIAL SERVICE INDEX

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

002	FILE.		AS	20,000	P	JUL	15 74	
001	-050 PRODUCE A COPY OF THE MONTHLY							
002	REGISTER OF PUBLIC ASSISTANCE							
003	CLIENTS.				I	JUL	15 74	
001	-051 ELIMINATE THE FOOD STAMP FILE.				I	JUL	15 74	
001	-052 REDUCE THE CLERICAL FORCE IN THE							
002	CENTRAL FILE AREA.	AS	16,500	AS	16,500	I	JUL 15 74	WILL BE IMPLEMENTED IN JANUARY, 1975.
003								
001	-053 IMPROVE CONTROL OVER CAPITAL ASSETS.	AS	21,000	AS	14,000	P	JUL 15 74	
001	-054 RELOCATE TWO MULTILITH MACHINES SO							
002	THEY MAY BE OPERATED BY ONE INDIVI-							
003	DUAL.	AS	6,900			S	JUL 15 74	CURRENT WORKLOAD REQUIRES TWO OPERATORS. ALTERNATIVES WILL BE CONSIDERED FOR GREATER EFFICIENCY IN THE FUTURE.
004								
005								
006								
001	-055 CHARGE A FEE TO COVER COSTS OF							
002	PRODUCING AND DISTRIBUTING THE VITAL							
003	STATISTICS REPORT.	AS	1,100	AI	600	P	JUL 15 74	FREE DISTRIBUTION WILL CONTINUE TO LIBRARIES, MUNICIPALITIES, OTHER STATES. CUT BACK PUBLICATION TO 50% CURRENTLY.
004								
005								
006								
001	-056 CHARGE A FEE TO COVER COSTS OF							
002	PREPARING PLASTIC COATED IDENTIFI-							
003	CATION CARDS.	AS	1,200	AS	1,200	I	JUL 15 74	
001	-056 COMPREHENSIVE HEALTH PLANNING							
002	SERVICES.							
001	-057 TRANSFER THE STATE COMPREHENSIVE							
002	HEALTH PLANNING AGENCY TO THE							
003	BUREAU OF HEALTH.	AS	17,500					
004	(FEDERAL)	AS	17,500			S	JUL 15 74	
001	-058 DISCONTINUE GENERAL DISBURSEMENT OF							
002	EXCESS STATE COMPREHENSIVE HEALTH							

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003	PLANNING AGENCY FUNDS TO REGIONAL							
004	AGENCIES.	AS	10,000					
005	(FEDERAL)	AS	10,000		I	JUL	15 74	
001	-07	PUBLIC INFORMATION AND EDUCATION						
001	-059	STAFF THE POSITION OF DIRECTOR WITH						
002		AN EXPERIENCED ADMINISTRATOR.			I	JUL	15 74	
001	-060	CANCEL THE PROFESSIONAL SERVICES						
002		CONTRACT	AS	15,000 AS				
003		(FEDERAL)	AS	10,000				
004					P	JUL	15 74	WILL BE CANCELLED AS SOON AS A NEW DIRECTOR IS THROUGH TRAINING.
001	-061	ROUTE ALL PUBLIC COMMUNICATIONS AND						
002		PROGRAM PUBLICATIONS THROUGH THIS						
003		UNIT.			I	JUL	15 74	
001	-062	DEVELOP A COMPREHENSIVE PUBLIC						
002		EDUCATION PROGRAM FOR EACH BUREAU.			I	JUL	15 74	

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001 42 DEPARTMENT OF INDIAN AFFAIRS
 002 -00

001 -001 ELIMINATE THE DEPUTY COMMISSIONER
 002 AND CREATE A STAFF POSITION. AS 4,900 AS 0 P JUL 15 74 ACTION IS BEING TAKEN TO CHANGE
 003 THE SCOPE OF THE POSITION OF
 004 DEPUTY COMMISSIONER

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001	43	DEPARTMENT OF MENTAL HEALTH AND							
002		CORRECTIONS							
003	-00								
001	-001	INCREASE RENTAL CHARGES FOR HOUSING							
002		UNITS.	AS	5,400 AS	5,400	P	JUL	15 74	
001	-002	REFRAIN FROM CLASSIFYING NONDIRECT-							
002		CARE EMPLOYEES AS DIRECT PERSONNEL.				P	JUL	15 74	
001	-003	TRANSFER THE BALANCE OF THE MENTAL							
002		HEALTH IMPROVEMENT FUND TO THE							
003		GENERAL FUND.	OT	1,239,300		N	JUL	15 74	DEPT. FEELS THE STATE WILL BENEFIT
004									MORE BY MAINTAINING THE FEW CCL-
005									LARS REMAINING TO USE AS MATCH FOR
006									FEDERAL GRANT-IN-AID-PROGRAMS.
001	-004	REPEAL THE LAW REQUIRING PAYMENTS							
002		TO HOSPITALS BE DEDICATED FOR CARE							
003		OF THOSE QUALIFYING FOR AID TO THE							
004		AGED, BLIND, OR DISABLED.	AT	200,000		R	JUL	15 74	THE REPEAL OF THE MENTAL HEALTH
005									IMPROVEMENT FUND LAW WOULD RESULT
006									IN THE DIVERSION OF FUNDS FROM THE
007									PURPOSE FOR WHICH THEY ARE INTEN-
008									DED BY FEDERAL MANDATE; THE RESULT
009									COULD BE TERMINATION OF THE PRO-
010									GRAM AND THE REVENUE RECEIVED
011									THERE FROM.
001	-005	DETERMINE THE COURSE OF ACTION							
002		REGARDING LAUNDRY SERVICES.				I	JUL	15 74	
001	-006	ESTABLISH A POLICY TO CONTROL AC-							
002		QUISITION AND MAINTENANCE OF SURPLUS							
003		VEHICLES.				I	JUL	15 74	
001	-007	ABOLISH THE UNFILLED POSITION OF							
002		COORDINATOR OF YOUTH ACTIVITIES.				I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 699.
001	-008	PROVIDE PAGE TOTALS ON PAYROLLS.							
002						P	JUL	15 74	DISCUSSION HAS TAKEN PLACE WITH
									CONTROLLER'S OFFICE.

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001 -01 HOSPITAL FACILITIES

001 -009 ELIMINATE ONE SET OF INVENTORY
 002 RECCRDS ON DRUGS AND MANUAL RECORDS
 003 ON CAPITAL ASSETS.

AS 6,000 AS O I JUL 15 74 CLERK ASSIGNED TO OTHER AREAS OF INSTITUTE.

001 -010 ENCOURAGE A BANK TO PROVIDE SERVICES
 002 FOR PATIENTS AT BANGOR.

AS 7,000 AS O I JUL 15 74 DEPOSITORS BANK HAVE SUBMITTED BIDS TO THE DEPARTMENT; THE COST TO IMPLEMENT WOULD BE PROHIBITIVE. MERRILL BANK HAS SHOWN NO INTEREST.

001 -011 CONVERT THE CANTEEN OPERATION TO
 002 CONCESSION.

S JUL 15 74 DEPT. IS IN FAVOR OF THE RECOMMENDATION, BUT THERE HAVE BEEN NO INDICATIONS OF ANYONE INTERESTED IN BUYING THE CONCESSION TO DATE.

001 -012 EVALUATE THE COST OF PERFORMING ALL
 002 MAINTENANCE SERVICES.

P JUL 15 74

001 -013 TRANSFER THE ACCOUNTS RECEIVABLE
 002 FUNCTION FROM BANGOR TO THE DIVISION
 003 OF REIMBURSEMENT AT AUGUSTA.

AS 8,500 AS O I JUL 15 74 ACCOUNT CLERK ASSIGNED OTHER TASKS.

001 -014 ELIMINATE A CLERK POSITION IN TREAT-
 002 MENT INFORMATION SYSTEMS AT AUGUSTA
 003 STATE HOSPITAL.

AS 7,000 AS O I JUL 15 74 CLERK REASSIGNED.

001 -015 RENT OR LEASE UNUSED SPACE AT BANGOR
 002 TO OTHER STATE AGENCIES.

AS 176,000
 003 00 100,000 S JUL 15 74 THE PREVIOUSLY UNUSED SPACE NOW HOUSES A PRE-RELEASE CENTER FOR THE PRISON, THE ALCOHOLIC REHABILITATION CENTER, AND BEDS FOR THE COUNSELING CENTER.

001 -016 RENT OR LEASE UNUSED ACCOMMODATIONS
 002 AT AUGUSTA TO OTHER AGENCIES.

AS 250,000

W A I N E M A N A G E M E N T A N D C O S T S U R V E Y S T A T U S R E P O R T

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003		00	100,000	00	735,000	P	JUL	15	74	THE RAY BUILDING IS BEING CONSIDERED FOR POSSIBLE USE BY OTHER STATE AGENCIES; 106TH SPECIAL SESSION APPROPRIATED \$735,000 FOR RENOVATION VIA CHAPTER 207 OF THE PRIVATE AND SPECIAL LAWS OF 1974.	
004											
005											
006											
007											
008											
001	-017 DISPOSE OF SURPLUS LAND AT THE										
002	AUGUSTA STATE HOSPITAL.	01	200,000	01	200,000	P	JUL	15	74	CHAPTER 761 OF THE 1974 PUBLIC LAWS PROVIDES FOR THE MECHANISM TO TRANSFER PUBLIC LANDS TO OTHER STATE AGENCIES. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.	
003											
004											
005											
006											
007											
001	-018 REDUCE THE NUMBER OF TELEPHONE										
002	SWITCHBOARD OPERATOR POSITIONS AT										
003	PINELAND TO TWO.	AS	13,400	AS	13,400	S	JUL	15	74	PINELAND ADMINISTRATION HAS STUDIED AND DETERMINED PROPER COMMUNICATIONS COULD NOT BE MAINTAINED FOR EMERGENCIES AT THIS TIME; RECOMMENDATION REMAINS UNDER REVIEW. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.	
004											
005											
006											
007											
008											
009											
001	-019 SELL EXCESS LAND AT PINELAND HOSPITAL.										
002		01	500,000				JUL	15	74	CHAPTER 761 OF THE 1974 PUBLIC LAWS FRO THE MECHANISM TO TRANSFER SUPERVISION AND CONTROL OF PUBLIC LANDS TO OTHER STATE AGENCIES. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.	
003											
004											
005											
006											
007											
001	-020 STANDARDIZE ON NO MORE THAN THREE										
002	BRANDS OF EQUIPMENT AND REPAIR PARTS AT			900							
003		OS	15,200				N	JUL	15	74	COMPETITIVE BIDDING PRECLUDES IMPLEMENTING AS RECOMMENDED.
004											
001	-021 CORRECTIONAL FACILITIES										
001	-021 SELL OUTLYING LANDS AT THE WOMEN'S										
002	CORRECTIONAL CENTER.	01	65,500	01	62,500	P	JUL	15	74	CHAPTER 761 OF THE 1974 PUBLIC	

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION          *MHC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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LINE	DESCRIPTION	AS	OC	AS	OC	I	P	N	DATE	REMARKS
003 004 005 006 007 008										LAW PROVIDES FOR THE MECHANISM TO TRANSFER THE SUPERVISION AND CONTROL OF PUBLIC LANDS TO OTHER STATE AGENCIES. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005	-022 BUILD A NEW FACILITY AT HALLOWELL FOR HOUSING INMATES NOW AT SKOWHEGAN	AS	OC	131,000	540,000	330,000			JUL 15 74	\$150,000 HAS BEEN APPROPRIATED FOR RENOVATING A BUILDING AT STEVENS SCHOOL.
001 002 003 004 005 006 007 008 009	-023 SELL THE VACANT BUILDINGS AND 30 ACERS AT THE WOMEN'S CORRECTIONAL CENTER.		CI	1,233,000		1,233,000	P		JUL 15 74	CHAPTER 761 OF THE 1974 PUBLIC LAWS PROVIDES FOR THE MECHANISM TO TRANSFER THE SUPERVISION AND CONTROL OF PUBLIC LANDS TO OTHER STATE AGENCIES. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005 006	-024 ELIMINATE DUPLICATION IN SUPPLIES INVENTORY CONTROL AT THE MEN'S CORRECTIONAL CENTER.	AS		7,200	AS	7,200	P		JUL 15 74	CENTER IS IN THE PROCESS OF ELIMINATING THE DUPLICATION OF THE CARD SYSTEM; CLERK WILL ASSUME OTHER BUSINESS OFFICE DUTIES.
001 002 003 004 005 006 007	-025 PHASE OUT THE CORRECTIONAL OFFICER POSITION IN THE SUPPLY ROOM AT THE MEN'S CORRECTIONAL CENTER.	AS		7,900				N	JUL 15 74	THE OFFICER CITED WORKS ONLY A SMALL PORTION OF HIS TIME ON SUPPLY ROOM DUTIES; PERFORMS MANY OTHER IMPORTANT DUTIES THAT OTHERS ARE NOT CAPABLE OF.
001 002 003 004	-026 DEVELOP WORK PROGRAMS AT THE STEVENS SCHOOL AT HALLOWELL TO PERFORM MANY CLERICAL TYPE FUNCTIONS.							N	JUL 15 74	BUREAU OF CORRECTIONS FEELS RECOMMENDATION IS NOT PRACTICAL. VOCA-

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 SEG **CONTROL **DEPARTMENT AND RECOMMENDATION **MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

002	VOLUNTEER SERVICES COORDINATOR.				I	JUL	15 74	PRIVATE AND SPECIAL LAWS OF 1973; CHAPTER 134.
003								
001	-05 INSTITUTIONAL FEEDING							
001	-034 CHANGE PURCHASING PROCEDURES ON							
002	STAPLES SO QUOTATIONS OBTAINED ARE							
003	BASED ON POOL CAR, DROP SHIPMENT,							
004	AND FULL-LOAD BASIS.	AS	21,200	21,200				
005		OC	5,000 OC	5,000 I		JUL	15 74	SURVEY ESTIMATES ACCEPTED PENDING FINAL DETERMINATION.
006								
001	-035 CONFINE VENDOR DELIVERY OF FOOD							
002	STAPLES SUCH AS LUNCHEON MEATS,							
003	PULLMAN HAMS, CORNED BEEF, MARGARINE							
004	BUTTER, AND CHEESE TO LARGER INSTI-							
005	TUTIONS ONLY.				P	JUL	15 74	
001	-036 ELIMINATE DRIED BEEF AND SALT PORK							
002	FROM QUARTERLY FIDING REQUIREMENTS.				I	JUL	15 74	
001	-037 REQUIRE STANDARDIZED RECIPES AND							
002	MENUS BE PREPARED BY THE DIETITION							
003	AND BE UTILIZED IN ALL INSTITUTIONS.				I	JUL	15 74	
001	-038 ACCUMULATE FRESH MEAT NEEDS AND HAVE							
002	CENTRAL PURCHASING BUY ON A MONTHLY							
003	OR PREFERABLY QUARTERLY BASIS.	AS	39,000 AS	39,000 P		JUL	15 74	BUREAU OF PURCHASES IS CURRENTLY REVIEWING CUTTING MEAT ON PORTION- CONTROL BASIS TO BE DELIVERED MONTHLY. A ONE-TIME COST OF AP- PROXIMATELY \$10,000 FOR EQUIPMENT WILL BE NECESSARY. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINA- TION.
004								
005								
006								
007								
008								
009								
010								
001	-039 REQUIRE ADMINISTRATORS TO NOTIFY							
002	FOOD SERVICES HOW MANY INMATES MUST							
003	BE FED.	AS	4,600 AS	4,600 I		JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
004								
001	-040 EXPAND THE LINE BUDGET TO INCLUDE A							

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

002	CATEGORY FOR INSTITUTIONAL FOOD								
003	EXPENDITURES.	AS	200,000	AS	200,000	I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 745.
004									SURVEY ESTIMATE ACCEPTED PENDING
005									FINAL DETERMINATION.
001	-041 SEPARATE FEEDING COSTS FROM ALL								
002	OTHERS IN RECORDKEEPING AND BUDGET-								
003	ING.	AS	7,000	AS	7,000	I	JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING
004									FINAL DETERMINATION.
001	-042 ELIMINATE FOUR COOK POSITIONS AT								
002	STEVENS SCHOOL AFTER IT AND								
003	SKOWHEGAN ARE COMBINED.	AS	25,300				S	JUL	15 74 DEPARTMENT DOES NOT FAVOR USING
004									INMATE LABOR TO REPLACE EMPLOYEES.
005									INMATES SHOULD BE PAID FOR WORK
006									IF THEY DID THE COOKING.
001	-043 UTILIZE FACILITIES OF THE AUGUSTA								
002	STATE HOSPITAL TO DO ALL BAKING FOR								
003	STEVENS WHEN COMBINED WITH SKOWHEGAN						N	JUL	15 74 BAKING HAS BEEN GREATLY REDUCED
004									AT STEVENS; DEPARTMENT FEELS THAT
005									THE SMALL AMOUNT OF LABOR SAVED AT
006									STEVENS WOULD NOT INDICATE A NEED
007									FOR IMPLEMENTATION, AND AMHI HAS
008									NO BAKING NOW.
001	-06 MAINE COMMISSION ON DRUG ABUSE								
001	-044 COMBINE THIS COMMISSION AND THE								
002	DIVISION OF ALCOHOLIC REHABILITATION AS	AS	14,100	AS	14,100	I L	JUL	15 74	PUBLIC LAWS OF 1973; CHAPTER 566.
001	-045 RESTRICT GRANTS TO EXISTING PROFES-								
002	SIONAL AGENCIES AND LOCAL GOVERN-								
003	MENTAL UNITS WHICH MEET MINIMUM								
004	STANDARDS.						I L	JUL	15 74 PUBLIC LAWS OF 1973; CHAPTER 566.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 44 DEPARTMENT OF MANPOWER AFFAIRS
 002 -00

001 -001 APPOINT A PERMANENT COMMISSIONER.

I JUL 15 74

001 -002 CONSOLIDATE DISTRICT OFFICES PROVIDING SERVICES IN THE HUMAN
 002 RESOURCE AREA.

AS 40,000 AS 40,000 P JUL 15 74 FIFTEEN OUT OF 40 ARE FREE TO
 003 STATE. CONSOLIDATING OTHERS AS
 004 LEASES EXPIRE.
 005

001 -003 INITIATE A STUDY TO CONSOLIDATE THE
 002 DEPARTMENT'S ADMINISTRATIVE OFFICES.

I JUL 15 74

001 -004 CHANGE THE DUTIES AND NAME OF THE
 002 APPEALS REVIEW BOARD.

(FEDERAL) AS 8,600 R JUL 15 74 L.O.2394 REJECTED BY LEGISLATURE.

001 -005 ELIMINATE THE ADVISORY COUNCIL OF
 002 STATE EMPLOYMENT SECURITY COMMISSION AS

500 R JUL 15 74 L.O.2394 REJECTED BY LEGISLATURE.

001 -01 MAINE EMPLOYMENT SECURITY COMMISSION

001 -006 CONDUCT AND IN-DEPTH STUDY ON THE
 002 ADVISABILITY OF CONSOLIDATING THE
 003 COMMISSION'S DATA PROCESSING FACILITIES
 004 WITH THOSE OF OTHER DEPARTMENTS
 005
 006

P JUL 15 74 BY COUNCIL OF STATE GOVERNMENTS.
 RECOMMENDATIONS WILL GO TO 107TH
 LEGISLATURE.

001 -007 REQUIRE THE COMMISSION TO PAY FOR
 002 COSTS OF SERVICES RENDERED BY OTHER
 003 DEPARTMENTS.

AI 25,000 AI 62,700
 OI 75,000 OI 75,000 P JUL 15 74 NECESSARY PAPERWORK HAS TO BE
 004 COMPLETED. VALUE OF SERVICES
 005 VARIES FROM YEAR TO YEAR, SO IN-
 006 COME ESTIMATES WOULD HAVE TO BE
 007 REVISED ANNUALLY.
 008

001 -008 ENLARGE THE FRAUD INVESTIGATION
 002 DIVISION.

(FEDERAL) AS 150,000 AS 150,000 I JUL 15 74 SURVEY ESTIMATE OF SAVINGS ACCEP-

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004
 005

TED SUBJECT TO DEVELOPMENT OF NEW
 ESTIMATE BY DEPARTMENT.

001 -009 EQUALIZE CASE LOAD OF WORK INCENTIVE
 002 PROGRAM EMPLOYEES. AS 4,000 AS
 003 (FEDERAL) AS 36,000

0 I JUL 15 74 CASE LOAD HAS BEEN EQUALIZED. IM-
 BALANCE OCCURRED BECAUSE PROGRAM
 WAS EXPANDED TO 3 NORTHERN
 COUNTIES.

004
 005
 006

001 -010 RECONCILE THE BENEFIT PAYMENT
 002 DEMAND DEPOSIT ACCOUNT ON A REGULAR
 003 BASIS.

P JUL 15 74 EFFORTS ARE BEING CONTINUED TO
 RESOLVE THIS MATTER; SOME PROGRESS
 HAS BEEN MADE.

004
 005

001 -02 BUREAU OF LABOR AND INDUSTRY

001 -011 REVISE THE SCHEDULE OF BOILER AND
 002 ELEVATOR INSPECTION FEES. AI 8,000 AI 12,500 I
 003 AC 250

JUL 15 74 LEGISLATION ENACTED. P.L.C.683

001 -012 INSTITUTE PRACTICAL FILE PURGING
 002 PRACTICES.

I JUL 15 74

001 -013 TRANSFER RESPONSIBILITY FOR BEDDING,
 002 UPHOLSTERED FURNITURE, AND STUFFED
 003 TOY LAW ENFORCEMENT TO THE SAFETY
 004 INSPECTION DIVISION.

R JUL 15 74 L.D.2376 REJECTED.

001 -014 COMPUTERIZE THE WAGE/HOUR AND SAFETY
 002 INSPECTION SCHEDULES. AS 8,800

S JUL 15 74 DECISION EXPECTED BY JUNE 30, 1975

001 -015 ELIMINATE THE POSITION OF ASSISTANT
 002 DIRECTOR. AA 12,100

R JUL 15 74 L.D.2379 REJECTED.

001 -016 APPOINT A PERMANENT DIRECTOR.

I JUL 15 74

001 -017 ELIMINATE TWO CLERICAL POSITIONS. AS 10,400 AS 10,400 I

JUL 15 74

001 -018 COORDINATE WAGE DATA FOR MINIMUM
 002 WAGE ON PUBLIC CONSTRUCTION PROJECTS

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003		WITH THE MAINE EMPLOYMENT SECURITY										
004		COMMISSION'S DATA PROCESSING SECTION				P	JUL	15	74			
001	-03	COOPERATIVE AREA MANPOWER PLANNING										
002		SYSTEM										
001	-019	PHASE OUT THE POSITION OF ASSISTANT										
002		DIRECTOR.	AA	17,600	AA	17,600	I	JUL	15	74	ENTIRE CAMPS PROGRAM HAS BEEN	
003											PHASED OUT TO CETA.	
001	-020	SHIFT THE COOPERATIVE AREA MANPOWER										
002		PLANNING SYSTEM (CAMPS) SECRETARIAT										
003		TO THE DEPARTMENT OF MANPOWER										
004		AFFAIRS.				I	JUL	15	74	SEE ABOVE NOTE TO CETA.		
001	-021	VACATE THE THIRD FLOOR OF 31 WESTERN										
002		AVENUE BY TRANSFERRING THE YOUTH										
003		SERVICE COORDINATION AGENCY.	AS	8,900	AS	2,200	I	JUL	15	74	PARTIALLY IMPLEMENTED. REORGANIZA-	
004											TION AND NEW FUNDING RESULTED IN	
005											AN INDEPENDENT AGENCY.	

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SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION          *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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001 45 DEPARTMENT OF TRANSPORTATION

002 -00

001 -001 REALIGN THE STRUCTURE AND REPORTING
002 LINES AT THE TOP ECHELON. AS 29,200 AS 29,200 P JUL 15 74 REALIGNMENT HAS TAKEN PLACE, BUT
003 NOT PRECISELY AS SURVEY INDICATED.
004 THIS RECOMMENDATION IS PARTIALLY
005 IMPLEMENTED WITH THE REMAINDER
006 UNDER REVIEW; FULL IMPLEMENTATION
007 IS NOT CLAIMED OR EXPECTED. SURVEY
008 ESTIMATE ACCEPTED PENDING FINAL
009 DETERMINATION.

[illegible]

001 -003 IMPROVE BUDGETING PROCEDURES. P JUL 15 74

001 -004 STORE RECORDS OF CLOSED CASES ON
002 MICROFILM. I JUL 15 74

001	-005 REQUIRE THE FEDERAL GOVERNMENT TO				
002	PARTICIPATE IN PRESENT AND FUTURE				
003	COSTS OF THE SERVICE PERFORMED BY				
004	INTERNAL AUDIT.	AS	5.900	N JUL 15 74	PROHIBITED BY FEDERAL REGULATIONS.

001 -006 ELIMINATE UNJUSTIFIED PERSONEL
002 COMMUTATION IN DEPARTMENT-OWNED
003 VEHICLES.
004 AS 37,600 AS 37,600 I JUL 15 74 SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.

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001      -007 ESTABLISH EMPLOYMENT LEVEL HISTORY
002      RECORDS BY EACH BUREAU AND OPERATING
003      UNIT.

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001 -01 BUREAU OF ADMINISTRATION

001 -008 STREAMLINE BUREAU OPERATIONS AND
002 STAFFING REQUIREMENTS. AS 32,500 AS 32,500 P JUL 15 74 REALIGNMENT HAS TAKEN PLACE, BUT
003 NOT PRECISELY AS SURVEY INDICATED.

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION          *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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Line	Activity	AS	OC	AI	AA	AS	OC	AI	AA	Month	Day	Year	Notes
004 005													SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-009 DEVELOP OPERATING BUDGETS AND PERFORMANCE REPORTS FOR THE BUREAUS AND UNITS.									P	JUL	15 74	
001 002 003 004 005	-010 RECOVER COSTS OF PRINTING ROAD CONSTRUCTION PLANS BY INCREASING THE PRICE TO \$18 FOR FULL-SIZE AND \$14 FOR HALF-SIZE PRINTS.			AI		5,100	AI	5,100	I		JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003	-011 PURCHASE A COLLATOR TO ASSEMBLE REPORTS.	AS OC		3,300 6,200	AS OC	3,300 9,000			I		JUL	15 74	
001 002 003	-012 AUTOMATE RECORDKEEPING FUNCTIONS.	AS OC		23,600 8,500	AS OC	23,600 8,500			P		JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002	-02 BUREAU OF TRANSPORTATION PLANNING AND SERVICES												
001 002 003 004 005	-013 RESTRUCTURE THE BUREAU.	AS AA		200,800 54,000	AS AA	200,800 54,000			I		JUL	15 74	RESTRUCTURING HAS TAKEN PLACE, BUT NOT PRECISELY AS SURVEY RECOMMENDED. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002	-014 RESTRUCTURE THE SAFETY UNITS WITHIN STATEWIDE TRANSPORTATION PLANNING.								I		JUL	15 74	
001 002 003	-015 PERFORM A WORK MEASUREMENT STUDY OF MAPPING AND GRAPHICS.	AS		6,800	AS	6,800			P		JUL	15 74	SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
001 002 003 004 005	-016 REVIEW PHOTOGRAPHIC GROUPS FUNCTIONING IN STATE DEPARTMENTS TO DETERMINE IF COST REDUCTIONS CAN BE REALIZED THROUGH CENTRALIZATION.								I		JUL	15 74	REVIEW HAS SHOWN CENTRALIZATION WOULD NOT BE FEASIBLE.

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001	-017 STOP DIRECT SALES OF DEPARTMENTAL						
002	MAPS AND OTHER LITERATURE TO THE						
003	PUBLIC.	N	JUL	15 74	90% OF MAPPING IS INTERNAL; INVEN-		
004					TORY CONTROL OF COMMERCIAL ENTER-		
005					PRISE WOULD PROVE VERY CUMBERSOME		
006					AND COSTLY.		
001	-018 PHASE OUT REVIEWING NEWSPAPERS TO						
002	CLIP TRANSPORTATION ARTICLES.	N	JUL	15 74	PUBLIC SENTIMENT AND OPINION IS OF		
003					GREAT IMPORTANCE IN OPERATION OF		
004					DEPARTMENT; TIME INVOLVED IN RE-		
005					VIEW IS MINIMUM.		
001	-019 DEVELOP A PRIORITY LISTING OF AREAS						
002	WHERE PRESENT COMPUTER CAPABILITY						
003	CAN BE APPLIED TO EFFECT COST						
004	SAVINGS.	P	JUL	15 74			
001	-020 SURVEY THE LITERATURE AND MAKE						
002	INQUIRIES TO ASCERTAIN AVAILABILITY						
003	OF AN UP-TO-DATE LISTING OF COMPUTER						
004	PROGRAMS.	P	JUL	15 74			
001	-021 CREATE A FILE OF COPIES OF ALL						
002	LINKNODE DIAGRAMS WITHIN THE						
003	ACCIDENT RECORDS SECTION.	N	JUL	15 74	DUE TO CONSTANT UPDATING AND VARY-		
004					ING SIZE OF DIAGRAMS, A MASTER		
005					FILE IS IMPRACTICAL.		
001	-022 ELIMINATE DUPLICATION OF EFFORT						
002	WHEREBY THE STATE POLICE AND SAFETY						
003	ENGINEERING PUT ACCIDENT RECORD DATA						
004	ON COMPUTER TAPES.	I	JUL	15 74			
001	-023 TERMINATE TRAFFIC STUDIES IF NO						
002	FEDERAL FUNDS ARE AVAILABLE BEYOND						
003	FISCAL 1973.						
004	(FEDERAL) AS						
005	25,300 AS						
006	25,300	S	JUL	15 74	TRAFFIC STUDIES OF MINOR NATURE		
007					WILL ALWAYS BE NECESSARY WITH OR		
					WITHOUT FEDERAL MONIES. REDUCTION		
					IN MANPOWER MAY BE POSSIBLE		

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008 009	THOUGH DUE TO THE TERMINATION OF TOPICS PROGRAM.									
001	-03	BUREAU OF AERONAUTICS								
001 002 003 004 005	-024	ALLOW THE CHIEF INSPECTOR TO DEVOTE FULL-TIME EFFORTS TO PUBLIC SAFETY IN AVIATION.				P	JUL	15 74	ADDITIONAL PERSON WILL BE NECESSARY TO RELIEVE CHIEF INSPECTOR OF OTHER ADMINISTRATIVE DUTIES.	
001 002	-025	ELIMINATE THE BUREAU'S ACCOUNTING FUNCTIONS.				I	JUL	15 74		
001 002 003 004	-026	TRANSFER THE FUNCTION OF PROCESSING AIRPORT SNOW REMOVAL ASSISTANCE REQUESTS TO THE BUREAU OF ADMINISTRATION.				I	JUL	15 74		
001 002 003	-027	ASSIGN THE PROCESSING OF AIRCRAFT REGISTRATIONS TO THE MOTOR VEHICLE DIVISION.	AS	5,700		R	JUL	15 74	S.P. 865 WAS WITHDRAWN.	
001 002 003 004	-028	REVISE THE FEE SCHEDULE FOR THE EXECUTIVE AIRCRAFT TO RECOVER OPERATING COSTS FROM THOSE DEPARTMENTS USING IT.				I	JUL	15 74		
001 002 003	-029	CHARGE A FEE COMMENSURATE WITH THE COST OF CONDUCTING AIRPORT INSPECTIONS.	AI	5,500		R	JUL	15 74		
001 002 003 004	-030	CONDUCT A COST STUDY IN AIRPORT ADMINISTRATION TO DETERMINE IF FEES ARE COMMENSURATE WITH THE SERVICES AND FACILITIES PROVIDED.				P	JUL	15 74		
001 002 003 004 005	-031	PERFORM A WORK MEASUREMENT STUDY IN THE BUREAU OF AERONAUTICS TO PROVIDE WORK STANDARDS AND OPTIMUM STAFFING.	AS	12,000	AS	12,000	P	JUL	15 74	THE STAFFING OF THIS BUREAU HAS BEEN AND CONTINUES TO BE EVALUATED BY THE DEPARTMENT; OPTIMUM STAFF-

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007
008
009

FING TO ACCOMPLISH BUREAU'S OBJECTIVES WILL BE FINALIZED BY JAN. 1975. SURVEY ESTIMATE IS ACCEPTED PENDING FINAL DETERMINATION.

001 -032 GIVE AUTHORITY FOR APPOINTMENT OF
002 THE DIRECTOR TO THE COMMISSIONER.

I JUL 15 74

001 -04 BUREAU OF WATERWAYS

001 -033 GIVE THE COMMISSIONER AUTHORITY TO
002 APPOINT THE DIRECTOR.

JUL 15 74

001 -034 MAINTAIN THE BUREAU'S OFFICES AT THE
002 STATE PIER TO HOLD DOWN OPERATING
003 COSTS.

AA 17,000

N JUL 15 74 OFFICE PERSONNEL HAVE BEEN TRANS-
FERRED TO AUGUSTA FOR INCREASED
EFFICIENCY AND REDUCED DUPLICATION
OF EFFORT.

001 -035 CONDUCT A WORK MEASUREMENT STUDY TO
002 PROVIDE WORK STANDARDS AND OPTIMUM
003 STAFFING.

AS	31,500	AS	31,500
OC	15,000	OC	15,000

P JUL 15 74 DEPARTMENT HAS BEEN AND CONTINUES TO REVIEW THE STAFFING REQUIREMENTS AND STANDARDS. THERE REMAINS A POSSIBILITY THAT STATE PIER MANPOWER CAN BE REDUCED. SURVEY ESTIMATES ARE ACCEPTED PENDING FINAL DETERMINATION.

001 -036 IMPLEMENT RECOMMENDATIONS CONTAINED
002 IN THE JULY 1972 AUDIT REPORT.

T JUL 15 74

```
001      -037 DEVELOP A LOCAL PURCHASE PROCEDURE
002          FOR QUICK PROCUPEMENT OF LOW COST
003          ITEMS.
```

I JUL 15 74

001 -05 BUREAU OF HIGHWAYS

001 -038 REORGANIZE THE BUREAU ALONG MAJOR
002 FUNCTIONAL LINES.

AS 639,900 AS 639,900

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *HMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003		AA	161,400	AA	161,400	P	JUL	15 74	SURVEY ESTIMATES ARE ACCEPTED
004									PENDING FINAL DETERMINATION. SUB-
005									STANTIALLY IMPLEMENTED WITH SOME
006									MODIFICATIONS. MANY AUTHORIZED
007									POSITIONS ARE NOT BUDGETED FOR BY
008									THE BUREAU; THEREFORE SAVINGS WILL
009									NOT BE REALIZED FOR THOSE POSI-
010									TIONS.
001	-039	ESTABLISH WORK STANDARDS AND OPTIMUM							
002		STAFFING LEVELS BY WORK MEASUREMENT							
003		ENCOMPASSING ALL APPLICABLE							
004		EMPLOYEES.	AS	2,170,300	AS	2,170,300			
005			OC	250,000	OC	250,000	P	JUL	15 74 SURVEY ESTIMATES ARE ACCEPTED
006									PENDING FINAL DETERMINATION.
001	-040	DEVELOP A COMPUTERIZED EXPENDITURE							
002		REPORTING SYSTEM TO PROVIDE TIMELY							
003		AND DETAILED MONTHLY REPORTS ON							
004		PROJECT STATUS.	AC	6,500	AC	6,500			
005			OC	50,000	OC	50,000	P	JUL	15 74 SURVEY ESTIMATES ARE ACCEPTED
006									PENDING FINAL DETERMINATION.
001	-041	REEXAMINE ASSIGNING STANDARD-SIZE							
002		SUPERVISORY FORCES IN THE GEOGRAPHI-							
003		CAL DIVISIONS OF MAINTENANCE AND							
004		STATE AID.							
005							N	JUL	15 74 DUE TO VARYING HIGHWAY MILEAGE IN
006									THE DIVISIONS AND THE TIME TO
007									COVER THOSE MILES, THE DEPARTMENT
008									FEELS RECOMMENDATION IS IMPRACTI-
									CAL.
001	-042	STANDARDIZE THE RELATIONSHIP BETWEEN							
002		CREW SIZE AND EQUIPMENT UNITS							
003		OPERATED.	AS	220,800			N	JUL	15 74 DUE TO THE SEASONAL REQUIREMENTS,
004									LABOR LAW RESTRICTIONS AND THE
005									NEED FOR VERY LONG WORK PERIODS
006									DUE TO THE WEATHER, THE DEPARTMENT
007									FEELS THE RECOMMENDATION IS IM-
008									PRACTICAL.
001	-043	UPDATE AND, IF ECONOMICALLY FEASIBLE							

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 SEQ #*CCNTPOL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

002	IMPLEMENT THE 1966 STUDY FOR								
003	REPLACEMENT AND RELOCATION OF THE								
004	REPAIR GARAGE AT AUGUSTA.				S	JUL	15 74	DESIRABLE BUT NOT PRACTICAL AT	
005								THIS TIME OR IN THE FORSEEABLE	
006								FUTURE DUE TO FINANCIAL SITUATION.	
001	-044 IMPLEMENT A CONTINUING TRAINING								
002	PROGRAM ON INVENTORY CONTROL CON-								
003	CEPTS, METHODS, AND PROCEDURES.				I	JUL	15 74		
001	-045 USE CREDIT CARDS AND ASSOCIATED								
002	BILLING TECHNIQUES TO CHARGE OTHER								
003	AGENCIES FOR GASOLINE ISSUED BY								
004	MOTOR TRANSPORT SERVICE.	AS	1,500 AS	1,500					
005		CC	2,400 CC	2,400	P	JUL	15 74	SINCERE STUDY EFFORT IS UNDERWAY;	
006								FUEL CRISIS INDICATES THAT THE DE-	
007								PARTMENT MAY HAVE TO GO CONSIDER-	
008								ABLY BEYOND THE RECOMMENDATION.	
009								SURVEY ESTIMATES ARE ACCEPTED	
010								PENDING FINAL DETERMINATION.	
001	-046 ESTABLISH A SECOND SHIFT FOR								
002	PERFORMANCE OF MAINTENANCE AT MOTOR								
003	TRANSPORT GARAGES.	AS	18,400 AS	18,400					
004		CA	16,000 CA	16,000	I	JUL	15 74	SURVEY ESTIMATES ARE ACCEPTED	
005								PENCING FINAL DETERMINATION. CON-	
006								CEPT INITIATED; NOT FULLY REALIZED	
001	-047 INITIATE AND MAINTAIN A MONTHLY								
002	EQUIPMENT DOWNTIME REPORT.	AS	188,200 AS	188,200	I	JUL	15 74	SURVEY ESTIMATE IS ACCEPTED PEND-	
003								ING FINAL DETERMINATION.	
001	-048 ADOPT A POLICY OF SUBSTITUTING								
002	COMPACT PASSENGER CARS FOR INTER-								
003	MEDIATE SIZES.	AS	81,700 AS	81,700					
004		CS	49,800 CS	49,800	I	JUL	15 74	SURVEY ESTIMATES ARE ACCEPTED	
005								PENCING FINAL DETERMINATION.	
001	-049 ELIMINATE ERECTION AND REMOVAL OF								
002	SNOW FENCES IN THE STATE'S SOUTHERN								
003	AND COASTAL DISTRICTS.	AS	122,600 AS	122,600	I	JUL	15 74	SURVEY ESTIMATE IS ACCEPTED PEND-	
004								ING FINAL DETERMINATION. IMPL-	

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SEO #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

005

MENTED AS FAR AS FEASIBLE.

001 -050 PROVIDE INPUT DATA FOR THE
002 COMPUTERIZED ROAD INVENTORY SYSTEM
003 FROM AVAILABLE INFORMATION.
004
005
006
007
008

N JUL 15 74 DEPARTMENT FEELS THIS IS NOT PRACTICAL; LOCAL GOVERNMENT OFFICIALS ARE NOT EQUIPPED TO COMPILE DATA NECESSARY FOR THEIR ROADWAYS. STANDARDIZING DATA PARAMETERS WOULD BE NEARLY IMPOSSIBLE.

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MNC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 46 LAND DAMAGE BOARD
 002 -00

001 -001 REDUCE THE WORK WEEK OF THE NEW
 002 CLERK TO A PART-TIME BASIS. AS 7,500 N JUL 15 74 FULL-TIME CLERK REQUIRED FOR
 003 PROMPT ACTION ON LAND DAMAGE
 004 CASES.

001 -002 APPOINT A REPORTER FOR HEARINGS ONLY
 002 AS REQUIRED AND DETERMINED BY THE
 003 BOARD. AS 6,000 AS 6,000 I JUL 15 74 L.D.2396 PASSED IN SPECIAL SESSION
 004 OF 106TH LEGISLATURE.

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MCNTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 47 PRINTING AND DUPLICATING
002 -00

001 -001 ESTABLISH A DIVISION OF STATE
002 PRINTING IN THE OFFICE OF BUSINESS
003 MANAGEMENT.
004

AS 674,200
OI 195,000

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION **MC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 48 TELECOMMUNICATIONS
 002 -00

001 -001 INVESTIGATE ESTABLISHMENT OF A
 002 CENTRALIZED ORGANIZATION TO PROVIDE
 003 MANAGEMENT AND INTERGRATION OF THE
 004 STATE'S TELECOMMUNICATIONS ACTIVI-
 005 TIES.
 006

P JUL 15 74 STUDY ORDER BY 106TH SPECIAL
 SESSION.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 49 DATA PROCESSING
 002 -00

001 -001 ESTABLISH A NEW CENTRAL DATA PRO-
 002 CESSING ORGANIZATION STRUCTURE.
 003
 004

AS 600,000

R JUL 15 74 INDEFINATELY POSTPONED AT THE
 SPECIAL SESSION OF THE 106TH
 LEGISLATURE. L.D.2410.

001 -002 PREPARE A MASTER PLAN, INCLUDING
 002 THE UNIVERSITY OF MAINE, FOR
 003 UPGRADING DATA PROCESSING OVER
 004 THE NEXT 2 TO 3 YEARS.
 005
 006

P JUL 15 74 REPORT OF STATE GOVERNMENT COMMIT-
 TEE EXPECTED SHORTLY. INTERRELATED
 TO 004 AND 005.

001 -003 ESTABLISH SYSTEM DEVELOPMENT
 002 GUIDELINES.

P JUL 15 74 STANDARDS HAVE BEEN DEVELOPED.

001 -004 CONSOLIDATE DATA ENTRY EQUIPMENT
 002 AND ESTABLISH A PERFORMANCE
 003 MONITORING PROGRAM.
 004
 005

P JUL 15 74 REPORT OF STATE GOVERNMENT COMMIT-
 TEE EXPECTED SHORTLY. INTERRELATED
 TO 002 AND 005.

001 -005 CONSOLIDATE MAINE EMPLOYMENT SECUR-
 002 ITY COMMISSION AND DEPARTMENT OF
 003 TRANSPORTATION COMPUTER FACILITIES
 004 WITH CENTRAL COMPUTER SERVICES.
 005
 006

P JUL 15 74 REPORT OF STATE GOVERNMENT COMMIT-
 TEE EXPECTED SHORTLY. INTERRELATED
 TO 002 AND 000.

001 -006 DEVELOP TRAINING PROGRAMS.

I JUL 15 74 RECOMMENDATIONS SENT TO PERSONNEL

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001 01 EXECUTIVE BRANCH
 002 -00

001 -001 CONVENE THE LEGISLATURE ANNUALLY. R JUL 15 74 L.D. 2071 REJECTED.

001 -002 APPLY BUSINESS ORGANIZATION AND
 002 MANAGEMENT PRACTICES TO STATE
 003 GOVERNMENT WHENEVER AND WHEREVER
 004 POSSIBLE. I JUL 15 74 PARTIAL IMPLEMENTATION THROUGH
 005 EXECUTIVE ACTION. L.D.2416 TO
 006 RAISE EXECUTIVE SALARIES WAS
 007 REJECTED.

001 -003 MAKE THE TREASURER OF STATE
 002 APPOINTIVE. R JUL 15 74 L.D.2347 REJECTED.

001 -004 MAKE THE ATTORNEY GENERAL APPOINTIVE
 002 BY THE GOVERNOR. R JUL 15 74 L.D.2347 REJECTED.

001 -005 AMEND THE LAWS TO MAKE EXECUTIVE
 002 POSITIONS APPOINTIVE BY THE GOVERNOR P JUL 15 74 L.D.2071 REJECTED.

001 -006 MAKE BOARDS, COMMISSIONS, AND
 002 COUNCILS ADVISORY IN NATURE,
 003 WHEREVER POSSIBLE. R JUL 15 74 L.D.2437 REJECTED.

001 -007 REORGANIZE CENTRAL STAFF AND MANAGE-
 002 MENT SUPPORT FUNCTIONS TO INHANCE
 003 THE POLICY ANALYSIS, BUSINESS
 004 MANAGEMENT, AND ADMINISTRATIVE
 005 CAPABILITIES OF STATE GOVERNMENT. R JUL 15 74 L.D.2410 REJECTED.

001 -008 ESTABLISH AN EXECUTIVE COMMITTEE,
 002 CONSISTING OF THE GOVERNOR AND THE
 003 SECRETARIES OF FINANCE AND ADMINIS-
 004 TRATION, GOVERNMENT POLICY, AND
 005 BUSINESS MANAGEMENT. R JUL 15 74 L.D.2410 REJECTED.

001 -009 TRANSFER THE DUTIES OF THE TREASURER
 002 OF STATE TO THE OFFICE OF FINANCE
 003 AND ADMINISTRATION. R JUL 15 74 L.S.2410 REJECTED.

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001	-01	OFFICE OF THE GOVERNOR						
001	-010	ELIMINATE THE SECRETARY TO THE						
002		WASHINGTON, D.C. OFFICE ASSISTANT.	AS	7,900 AS	7,900 I	JUL	15 74	A SECRETARIAL POSITION ELIMINATED
001	-011	FORMALIZE MONTHLY DEPARTMENTAL AND						
002		STAFF REPORTS TO THE GOVERNOR.			I	JUL	15 74	
001	-012	DEVELOP A FORMALIZED PROGRAM WITH AN						
002		ACTION TIMETABLE FOR THE GOVERNOR.			I	JUL	15 74	
001	-013	APPCINT CAPABLE MANAGERS RATHER THAN						
002		SPECIALISTS AS DEPARTMENT HEADS.			I	JUL	15 74	L.D.2448 REJECTED. THIS IS AN ON-
003								GOING POLICY OF THE GOVERNOR.
001	-014	GRANT THE GOVERNOR THE RIGHT TO MAKE						
002		MINOR APPOINTMENTS.			R	JUL	15 74	L.D.2071 REJECTED.
001	-015	CENTRALIZE RECORDS INVOLVING						
002		APPOINTMENTS.			P	JUL	15 74	CENTRAL COMPUTER SERVICES HAVE
003								BEGUN COMPUTER PROGRAM.
001	-016	REDUCE FREQUENCY OF COUNCIL MEETINGS						
002		DURING LEGISLATIVE SESSIONS.			I	JUL	15 74	L.D.2071 TO ABOLISH COUNCIL RE-
003								JECTED. COUNCIL MEETS ONCE A WEEK
004								DURING SESSION.
001	-017	USE A PART-TIME SECRETARY FOR THE						
002		COUNCIL.	AS	3,000 AS	3,000 I	JUL	15 74	
001	-02	STATE PLANNING OFFICE						
001	-018	CONTINUE EFFORTS TO COMPLETE STATE						
002		GOVERNMENT REORGANIZATION.			I	JUL	15 74	THIS IS A CONTINUING FUNCTION OF
003								THE STATE PLANNING OFFICE.
001	-019	REDEFINE THE MISSION OF THIS OFFICE.			I	JUL	15 74	GUIDELINES HAVE BEEN ESTABLISHED.
001	-020	ESTABLISH A PLANNING POLICY ADVISORY						
002		COMMITTEE TO GENERATE SUPPORT FOR						
003		AND UNDERSTANDING OF THE PLANNING						
004		PROCESS.	AC	10,000 I		JUL	15 74	THE SPECIAL SESSION CREATED THE

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005
 006

COMMISSION ON MAINE'S FUTURE P.L.
 1974, C.769.

001 -021 CREATE A WORKING COMMITTEE OF
 002 DEPARTMENTAL PLANNERS.

003
 004
 005
 006
 007

I JUL 15 74 THIS OFFICE CURRENTLY WORKS WITH
 AT LEAST TWO COMMITTEES MADE UP OF
 DEPARTMENTAL PLANNERS. IN ADDITION
 , EXECUTIVE ORDER #30, FY 75,
 ESTABLISHES A WORKING COMMITTEE OF
 DEPARTMENTAL PLANNERS.

001 -022 REDESIGN THE MAINE INFORMATION
 002 DISPLAY ANALYSIS SYSTEM (MIDAS) SO
 003 IT WILL FUNCTION AS A STATEWIDE
 004 MANAGEMENT INFORMATION SYSTEM.

005
 006
 007
 008
 009
 010

OC 50,000 AC 26,000 P JUL 15 74 THE STATE PLANNING OFFICE IS CUR-
 RENTLY REDESIGNING M.I.D.A.S. AD-
 DITIONAL MONIES REQUESTED WERE
 REJECTED BY THE SPECIAL SESSION.
 HOWEVER, THIS OFFICE PLANS TO
 SPEND \$26,000 FOR MIDAS THIS FIS-
 CAL YEAR.

001 -023 AMEND THE STATE PLANNING ACT TO READ
 002 "COORDINATE DEVELOPMENT OF A MAINE
 003 COMPREHENSIVE PLAN" INSTEAD OF
 004 "DEVELOP A MAINE COMPREHENSIVE PLAN"
 005

I JUL 15 74 THE SPECIAL SESSION ENACTED P.L.
 1974, C.721.

001 -024 DEVELOP ECONOMIC, DEMOGRAPHIC AND
 002 GEOGRAPHIC MODELS OF THE STATE
 003 AGAINST WHICH THE EFFECTS OF ALTER-
 004 NATIVE ACTIONS CAN BE TESTED

005
 006

OC 100,000 P JUL 15 74 THE SUGGESTED MONEY WAS NOT
 APPROPRIATED. HOWEVER, THIS IS A
 PLANNED PHASE OF M.I.D.A.S.

001 -025 TRANSFER THE ECONOMIST ASSIGNED TO
 002 THE DEPARTMENT OF COMMERCE AND
 003 INDUSTRY.

004
 005

R JUL 15 74 L.D.2410, AN ACT REORGANIZING
 EXECUTIVE STAFF FUNCTIONS, WAS
 REJECTED BY THE LEGISLATURE.

001 -026 PARTICIPATE IN DEVELOPMENT OF A

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002	COMPREHENSIVE PROGRAM-ORIENTED LONG-								
003	AND SHORT-RANGE BUDGETING SYSTEM.								
004									
005									
001	-027 ORIENT THE CURRENT STATE POLICIES								
002	PLAN TOWARD PROGRAMMING.								
003									
001	-028 MAKE THE STATE PLANNING DIRECTOR A								
002	MEMBER OF THE PART II BUDGET REVIEW								
003	COMMITTEE.								
001	-029 MERGE THE URBAN PLANNING AND REGION-								
002	AL PLANNING ASSISTANCE UNITS.	AS	1,900	AS	1,900				
003	(FEDERAL)	AS	6,900	AS	6,900	I	JUL	15 74	
001	-030 ASSIGN A LAWYER FROM THE ATTORNEY								
002	GENERAL'S STAFF TO THIS OFFICE.								
003	(FEDERAL)	AS	16,400						
004				CA	23,000	I	JUL	15 74	
005									
006									
007									
008									
009									
010									
011									
001	-031 TRANSFER THE RESPONSIBILITY AND								
002	STAFF OF THE COASTAL PLANNING UNIT								
003	TO THE DEPARTMENT OF ENVIRONMENTAL								
004	PROTECTION.	AS	2,100	AS	2,100				
005									
006									
007									
008									
001	-032 TRANSFER THE RESPONSIBILITY AND								
002	RESEARCH STAFF OF THE WATER RESOUR-								
003	CES PLANNING UNIT.	AS	18,200	AS					
004									

THE STATE PLANNING OFFICE IS PARTICIPATING IN THE NEW PROGRAM BUDGET SYSTEM.

THIS IS AN ANTICIPATED GOAL OF THE POLICIES PLAN.

JUL 15 74

JUL 15 74

PRIVATE ATTORNEYS WERE CONTRACTED FOR A SPECIAL IMMEDIATE PROJECT TO DRAFT REORGANIZATION LEGISLATION. THIS PHASE OF MASSIVE REORGANIZATION HAS BEEN COMPLETED AND THIS EXPENSE IS NOT ANTICIPATED AGAIN. THE ATTORNEY GENERAL'S OFFICE IS MEETING OUR CURRENT LEGAL NEEDS.

L.D.2358 WAS REJECTED BY THE SPECIAL SESSION. COASTAL PLANNING IS NOW LOCATED IN THE NEW PLANNING OFFICE BUILDING. RENTAL SAVINGS ARE SHOWN.

L.D.2348 WAS REJECTED BY THE SPECIAL SESSION. THIS FUNCTION

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005
 006

GREATLY REDUCED BY REDUCTION IN
 FEDERAL GRANT.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY #*DEPARTMENT #*STATUS*ACTION DATE*-----REMARKS-----

001 02 DEPARTMENT OF SECRETARY OF STATE
 002 -00

001 -001 PERMIT THE SECRETARY OF STATE TO
 002 ISSUE RENEWAL COMMISSIONS TO
 003 NOTARIES AND JUSTICES WITHOUT
 004 APPROVAL FROM THE GOVERNOR AND
 005 COUNCIL.

AS 4,000 AS 4,000 P JUL 15 74 CONSTITUTIONAL REVOLUTION #4 WAS
 PASSED BY 106TH SPECIAL SESSION.
 SURVEY ESTIMATE ACCEPTED PENDING
 FINAL DETERMINATION.

001 -002 PREADDRESS, MACHINE STUFF, AND STAMP
 002 THE ANNUAL REPORT FORM MAILED TO
 003 CORPORATIONS IN THE STATE.

AS 4,400 AS 4,400 I JUL 15 74 SURVEY ESTIMATE ACCEPTED PENDING
 FINAL DETERMINATION.

001 -003 AMEND THE STATUTE CONCERNING A \$25
 002 FINE TO BE RECOVERED BY THE ATTORNEY
 003 GENERAL THROUGH CIVIL ACTION FOR
 004 LATE FILING OF A CORPORATION'S
 005 ANNUAL REPORT TO A \$25 PENALTY AS-
 006 SESSABLE BY THE SECRETARY OF STATE.

AI 42,000 AI 42,000 I JUL 15 74 PUBLIC LAWS OF 1974; CHAPTER 693.
 SURVEY ESTIMATE ACCEPTED PENDING
 FINAL DETERMINATION.

001 -004 REPEAL THE PRESENT CORPORATE
 002 FRANCHISE TAX AND RECOVER REVENUE
 003 LOSSES BY AN ADJUSTMENT IN THE
 004 PROPOSED ANNUAL REPORT FEE.

AI 200,000 AI 200,000 I JUL 15 74 PUBLIC LAWS OF 1974; CHAPTER 730.
 SURVEY ESTIMATE ACCEPTED PENDING
 FINAL DETERMINATION.

001 -005 INSTITUTE PREPACKAGING OF BALLOTS.
 002
 003
 004

AS 9,300 AC 11,000 I JUL 15 74 PREPACKAGING IMPLEMENTED FOR JUNE
 1974 PRIMARY; DEPARTMENT IS CUR-
 RENTLY REVIEWING ADDITIONAL COSTS
 VS. PROBLEMS ENCOUNTERED.

001 -006 MECHANIZE MUNICIPAL CLERK INFORMA-
 002 TION FILING AND ADDRESSING.

AS 2,000 N JUL 15 74 SECRETARY OF STATE FEELS MORE WORK
 AND LESS EFFICIENCY WOULD RESULT
 FOR FULL-TIME EMPLOYEES.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 -01 MOTOR VEHICLE DIVISION

001 -007 TRANSFER THE REGISTRATION OF
 002 AIRPLANES TO THE MOTOR VEHICLE
 003 DIVISION.

R JUL 15 74

001 -008 SCHEDULE DRIVER EXAMINATIONS TO MAKE
 002 MAXIMUM USE OF FIELD EXAMINERS.

AS 55,000 AS 22,800
 OS 10,000 I JUL 15 74

001 -009 STAGGER THE EXPIRATION DATE FOR
 002 MOTOR VEHICLE REGISTRATIONS.

AS 12,000 /C 138,000 I JUL 15 74 THERE WILL BE AN INITIAL COST OF
 \$138,000 WHICH WILL BE REDUCED
 003 ANNUALLY.
 004

001 -010 PLACE THE DIVISION'S COPY OF
 002 OPERATOR LICENSES IN A BULK FILE FOR
 003 STORAGE AFTER IT HAS BEEN ENTERED
 004 INTO THE COMPUTER.

AS 4,900 AS 0 P JUL 15 74

001 -011 INCREASE THE FEES FOR DRIVER'S
 002 EXAMINATIONS TO RECOVER COSTS.

AI 445,000 AI 207,000 S JUL 15 74 DEPARTMENT FEELS A MORE REALIST
 003 FORMULA WILL HAVE TO BE ARRIVED
 004 AT.

001 -012 VALIDATE REGISTRATION PLATES ISSUED
 002 TO MUNICIPALITIES BY CERTIFICATE SO
 003 THEY WILL BE GOOD FOR A 6-YEAR
 004 PERIOD.

AS 7,500 AS 7,500 I JUL 15 74 SURVEY ESTIMATE ACCEPTED PENDING
 005 FINAL DETERMINATION.

001 -013 ASSESS A FEE OF \$25 FOR INVESTI-
 002 GATING AN APPLICATION FOR NEW CAR OR
 003 USED CAR DEALER PLATES AND LOANER OR
 004 EQUIPMENT PLATES.

AI 5,900 AI 5,900 P JUL 15 74 LEGISLATURE DID APPROVE OF A \$2
 005 FEE. SURVEY ESTIMATE ACCEPTED
 006 PENDING FINAL DETERMINATION.

001 -014 CHARGE FOR RESERVED NUMBERED
 002 REGISTRATION PLATES.

AI 52,500 R JUL 15 74 INCOME WOULD BE 52,000 EVERY SI
 003 YEARS. DEPT. IS STUDYING THE

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

004

RECOMMENDATION.

001	-015 CONDUCT A WORK MEASUREMENT STUDY TO								
002	DEVELOP STANDARDS OF PERFORMANCE AND								
003	OPTIMUM STAFFING LEVELS.	AS	50,000	AS	50,000				
004		OC	25,000	OC	25,000	S	JUL	15 74	REFERRED TO 197TH. SURVEY ESTI-
005									MATES ACCEPTED PENDING FINAL
006									DETERMINATION.
001	-016 ESTABLISH FEE SCHEDULES WHICH								
002	RECOVER THE COSTS OF SERVICES.					S	JUL	15 74	REFERRED TO 197TH.
001	-017 INITIATE RECORDS RETENTION SCHEDULES								
002	AND PURGE FILES OF ALL UNUSED,								
003	UNNECESSARY, AND DUPLICATE RECORDS.					P	JUL	15 74	
001	-018 DISCONTINUE RECEIVING AND FILING								
002	TELETYPE INFORMATION REGARDING								
003	STOLEN CARS.					N	JUL	15 74	MUST BE MAINTAINED UNDER THE PRO-
004									VISIONS OF THE NEW TITLE LAW.
001	-019 TRANSFER THE ACTIVITIES OF SIX								
002	INVESTIGATORS TO OTHER DEPARTMENTS								
003	AND ELIMINATE THE VACATED POSITIONS.	AS	71,800						
004		OS	12,000			N	JUL	15 74	SECRETARY OF STATE FEELS RECOM-
005									MENDATION IS NOT PRACTICAL.
001	-020 RESTUDY THE FEASIBILITY OF AUTO-								
002	MATING THE MOTOR VEHICLE LICENSING								
003	SYSTEM.					P	JUL	15 74	
001	-02 MAINE STATE ARCHIVES								
001	-021 REVIEW THE LAW REGARDING DESTRUCTION								
002	OF RECORDS.					R	JUL	15 74	L.D.2434 REJECTED.
001	-022 ESTABLISH AN INTERNAL RECORDS								
002	MANAGEMENT SERVICE.								
003						R	JUL	15 74	L. D. 2434 REJECTED.
001	-023 ABANDON THE PROGRAM OF PROVIDING A								
002	HALFWAY HOUSE FOR RECORDS ON THE WAY								

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003	TO DESTRUCTION OR THE ARCHIVES.				R JUL	15 74	L.D.2434 REJECTED. SEE #22 FOR COSTS.
004							
001	-024 INSTITUTE A PROGRAM WITH TEMPORARY						
002	OR CONTRACTUAL HELP TO DISPOSE OF						
003	RECORDS IN THE RECORDS CENTER.	OC	150,000	OC 150,000	I JUL	15 74	DEPARTMENT PROCEEDING WITHOUT ADDITIONAL FUNDS. SURVEY COST FIGURE ACCEPTED PENDING DEVELOPMENT OF NEW FIGURE BY AGENCY.
004							
005							
006							
001	-025 ACCEPT ONLY MATERIAL WHICH MUST BE						
002	RETAINED.				I JUL	15 74	
001	-026 TRANSFER RESPONSIBILITIES AND						
002	PERSONNEL OF THE BUREAU OF ARCHIVES						
003	SERVICES TO THE MAINE STATE LIBRARY						
004	BUREAU.				R JUL	15 74	L. D. 2434 REJECTED.
001	-027 ESTABLISH A SCHEDULE OF LABORATORY						
002	FEEES BASED ON COST OF SERVICE.				I JUL	15 74	
001	-028 TRANSFER MICROFILMING EQUIPMENT AND						
002	OPERATING PERSONNEL TO THE PROPOSED						
003	BUREAU OF CENTRAL MANAGEMENT						
004	SERVICES.				R JUL	15 74	L.D.2434 REJECTED.
001	-029 ABOLISH THE BUREAU OF ADMINISTRATIVE						
002	SERVICES	AS	39,400		R JUL	15 74	L.D. 2434 REJECTED. SURVEY SAVINGS FIGURE ACCEPTED PENDING DEVELOPMENT OF NEW FIGURE BY AGENCY.
003							
004							
001	-030 ABOLISH THE MAINE STATE ARCHIVES AS						
002	AN ORGANIZATIONAL ENTITY.	AS	19,200		R JUL	15 74	L. D. 2434 REJECTED.

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001	03	ATTORNEY GENERAL				
002	-00					
001	-001	FILL THE BUDGETED POSITION OF CLERK.	I	JUL	15 74	
001	-002	DEVELOP MONTHLY TIME REPORTS.	I	JUL	15 74	
001	-003	ESTABLISH MONTHLY BACKLOG REPORTS IN				
002		THE CIVIL DIVISION.	I	JUL	15 74	
001	-004	ESTABLISH A SYSTEM TO PROVIDE A				
002		CONTINUING EVALUATION OF ATTORNEY				
003		PERFORMANCE.	I	JUL	15 74	
001	-005	INITIATE A SYSTEM FOR MERIT SALARY				
002		INCREASES.	I	JUL	15 74	
001	-006	INVESTIGATE ATTORNEY RETENTION				
002		PROBLEMS.	I	JUL	15 74	
001	-007	ESTABLISH A POLICY OF TIMELY STAFF				
002		MEETINGS.	I	JUL	15 74	
001	-008	DISCONTINUE THE PRACTICE OF DEPART-				
002		MENTS OTHER THAN THE ATTORNEY				
003		GENERAL EMPLOYING ASSISTANT				
004		ATTORNEYS GENERAL.	I	JUL	15 74	PUBLIC LAWS OF 1974; CHAPTER 711.
001	-009	PROVIDE BETTER OFFICE SPACE.	P	JUL	15 74	BUREAU OF PUBLIC IMPROVEMENTS IS
002						WORKING ON THE PROBLEM.
001	-010	ISSUE MONTHLY REPORTS TO THE				
002		ATTORNEY GENERAL SUMMARIZING LEGAL				
003		EXPENDITURES BY DEPARTMENTS AND				
004		AGENCIES.	P	JUL	15 74	
001	-011	INCREASE THE CIVIL DIVISION STAFF BY				
002		THREE ASSISTANT ATTORNEYS GENERAL. AS 120,000	R	JUL	15 74	ATTORNEY GENERAL WILL REQUEST
003						FUNDS FOR ADDITIONAL ASSISTANT
004						ATTORNEYS GENERAL IN THE 107TH
005						LEGISLATURE. SAVINGS ESTIMATED
006						ARE CONSIDERED CONSERVATIVE BY THE

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007

ATTORNEY GENERAL'S OFFICE.

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001 04 LAW ENFORCEMENT PLANNING AND
 002 ASSISTANCE AGENCY
 003 -00

001 -001 DEVELOP A TIMELY FINANCIAL REPORTING
 002 SYSTEM.

I JUL 15 74

001 -002 ELIMINATE THE DUPLICATING EQUIPMENT.

S JUL 15 74 AGENCY STUDY INDICATED THAT DUE
 TO REMOTE LOCATION AND PRINTING
 COSTS OF STATE PRINTING DIVISION.
 RECOMMENDATION IS NOT FEASIBLE AT
 THIS TIME.

001 -003 STUDY THE FEASIBILITY OF DOWNGRADING
 002 THE COPYING EQUIPMENT.

I JUL 15 74 COSTS HAVE BEEN REDUCED.

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001	-005 INVEST UNCLAIMED COUPON FUNDS HELD								
002	BY THE FISCAL AGENT.	AI	6,000		N	JUL	15 74	DEPARTMENT HOLDS FUNDS IN A	
003								TRUSTEE CAPACITY. AND, INVESTMENT	

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004
005

WOULD VIOLATE THAT FIDUCIARY
RELATIONSHIP.

001 -006 MAINTAIN INVESTMENT RECORDS ON A
002 POOLED OR CONSOLIDATED BASIS.
003

I JUL 15 74 IMPLEMENTED TO EXTENT FEASIBLE
ABSENT COMPUTERIZATION.

001 -007 ELIMINATE MANUAL EFFORT INVOLVED
002 WITH SUBSIDIARY CASH RECCROS.
003
004
005
006
007

AS 6,800

P JUL 15 74 THESE RECORDS WILL BE SUBSTANTIALY
REDUCED WHEN POOL INVESTING IS
ACCOMPLISHED FULLY UNDER 006. BUT
THE CASH BOOK WILL CONTINUE TO
REQUIRE A CLERK, THUS ELIMINATING
PROJECTED SAVINGS.

001 -008 ELIMINATE COLLECTING DELINQUENT
002 ACCOUNTS, SORTING, AND DISTRIBUTING
003 PAYROLL CHECKS.
004
005
006
007

AS 6,800 AS 3,400 I

JUL 15 74 P.L. 1974, C.701, AS ENACTED,
ELIMINATES CENTRALIZED COLLECTION
OF DELINQUENT ACCOUNTS. HOWEVER,
PAYROLL IS DISTRIBUTED AS DIRECTED
BY CURRENT LAW.

001 -009 RECONCILE PROTESTED CHECK RECEIVABLE
002 AMOUNTS AS SOON AS POSSIBLE.
003
004
005

I JUL 15 74 THIS RECOMMENDATION WAS IM-
PLEMENTED UPON RESTORATION OF FUEL
STAFF. RECONCILIATIONS ACCOMP-
LISHED ON MONTHLY BASIS.

001 -010 DEVELOP CURRENT CASH FLOW FORECASTS
002 TO MAXIMIZE INCOME.
003
004
005
006

I JUL 15 74 CASH SHEETS ARE MAINTAINED DAILY
AND FUNDS ARE INVESTED DAILY AS
EFFICIENTLY AS POSSIBLE TO MAXI-
MIZE INCOME UNDER ALTERNATIVE
PROCEDURE.

001 -011 SOLICIT COMPETITIVE BIDS WHEN
002 INVESTING EXCESS FUNDS.
003
004
005
006

N JUL 15 74 THE TREASURE SETS THE RATES AFTER
CONSULTING THE NEW YORK MARKET.
SOLICITING BIDS WOULD PROBABLY
CONCENTRATE MOST FUNDS IN A FEW
LARGE BANKS.

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001 DE DEPARTMENT OF AUDIT

002 -CO

001 -001 REQUEST ADDITIONAL TRAVEL FUNDS TO
002 ENABLE INVESTIGATORS OF THE FRAUD
003 INVESTIGATION DIVISION TO PERFORM
004 ASSIGNED FUNCTIONS.

AC 2,000

I JUL 15 74 ACCOMPLISHED BY 106TH REGULAR
SESSION. REQUEST FOR FURTHER FUNDS
REJECTED BY SPECIAL SESSION -L.D.
2367-FILES, RULE-17-A.

001 -002 REVIEW THE SALARY CLASSIFICATION OF
002 THE FRAUD INVESTIGATORS.

AC 4,400 AC 4,400 P

JUL 15 74 L.D.2376-FILES, RULE 17-A. WILL
RESUBMIT AS PART OF PROPOSED
REVIEW AND EVALUATION PROGRAM.

001 -003 ENACT LEGISLATION TO PERMIT TAX
002 COMMITMENTS OF MUNICIPALITIES TO BE
003 COLLECTED AT TWO OR MORE PERIODIC
004 DATES.

I JUL 15 74 L.D. 2411 ENACTED.

001 -004 ENCOURAGE MUNICIPALITIES TO COLLECT
002 TAX REVENUES ON A MORE FREQUENT
003 BASIS.

(LOCAL) AS 500,000 AS 500,000 I

JUL 15 74 L.D.2411-ENACTED. POTENTIAL
SAVINGS ARE TO MUNICIPALITIES AND
WILL DEPEND UPON THEIR ACTION.

001 -005 TRANSFER IDLE, UNEXPENDED, DEDICATED
002 FUNDS ACCUMULATED BY THE MUNICIPAL
003 AUDIT DIVISION TO THE GENERAL FUND
004 AT THE END OF FISCAL 1973.

OT 188,000

P JUL 15 74 L.D.2406 AS ENACTED REQUIRES
ANNUAL STATEMENTS OF DEDICATED
REVENUES AND DOES NOT TRANSFER
BALANCES TO THE GENERAL FUND.

001 -006 COMMIT ALL INCOME GENERATED BY THE
002 MUNICIPAL AUDIT DIVISION TO THE
003 GENERAL FUND AND FINANCE IT FROM
004 THIS WORKING CAPITAL.

AT 51,000

P JUL 15 74 L.D.2406 AS ENACTED REQUIRES
ANNUAL STATEMENTS OF DEDICATED
REVENUES AND DOES NOT COMMIT

006

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98	98	98
99	99	99
100	100	100

[illegible]

007
008

INCOME TO THE GENERAL FUND AND
DOES NOT TRANSFER FUNDS.

```
001      -007 REVISE THE MUNICIPAL AUDIT PROCE-
002      DURAL FORM TO INCLUDE SUGGESTIONS
003      WHERE RECOMMENDATIONS BY AUDITORS
004      SHOULD BE CONSIDERED.
```

P JUL 15 74 WILL BE IMPLEMENTED WHEN MUNICIPAL
AUDITS ARE BEGUN AGAIN IN DECEMBER
OF 1974.

001 -008 REVISE LEGISLATION TO STRENGTHEN THE
002 STATE AUDITOR'S AUTHORITY TO MAKE
003 EVALUATIONS AND RECOMMENDATIONS.

AS 250,000 AS 250,000 I JUL 15 74 L.D.2538-ENACTED. SURVEY ESTIMATE
ACCEPTED TENTATIVELY, PENDING
FINAL DETERMINATION OF ACTUAL
SAVINGS.

001 -009 ESTABLISH STANDARDS OF EXPERIENCE
002 AND TECHNICAL QUALIFICATION FOR THE
003 POSITION OF STATE AUDITOR.

I JUL 15 74 L.D.2538-ENACTED.

001 -010 REVIEW THE SALARY LEVEL OF STATE
002 AUDITOR.

AC 5,800 AC 4,000 I JUL 15 74 NO SALARY INCREASE REQUESTED AT
SPECIAL SESSION. SALARY INCREASED
APPROX. \$4,000 AT REGULAR SESSION
-P.L.1973, C.509.

001 -011 ELIMINATE THE POSITION OF DEPUTY
002 STATE AUDITOR

AS 18,200 N JUL 15 74 DEPARTMENT FEELS THE DEPUTY IS
REQUIRED AND WILL BE EVEN MORE
NECESSARY WITH THE NEW REVIEW AND
EVALUATION PROGRAM. ALSO THE
DEPARTMENT FEELS THIS RECOMMEND-
ATION CONFLICTS WITH 013.

001 -012 UPGRADE REQUIRED QUALIFICATIONS FOR
002 THE POSITION OF DEPARTMENTAL DIVI-
003 SION DIRECTOR OF AUDITS AND REASSESS
004 THE SALARY RANGE.

AS 18,000 N JUL 15 74 DEPARTMENT FEELS THIS ACTION IS
UNNECESSARY BECAUSE THE DEPUTY
AUDITOR POSITION IS BEING RETAINED
AS REPORTED IN NUMBER 11.

SEP. 10, 1974

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T = TRANSFER    = T      R      = REJECTED BY LEGISLATURE
I = INCOME      = I      MCNTH-DY-YR

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001	-013 CREATE THE POSITION OF STAFF ASSISTANT TO THE DIRECTOR OF AUDITS.				N JUL 15 74 DEPARTMENT FEELS THIS RECOMMENDATION IS IN CONFLICT WITH 011 AND UNNECESSARY UNLESS 011 IS IMPLEMENTED.
002		AC	17,000		
003					
004					
005					
006					
001	-014 PREPARE A WORK PAPER RETENTION SCHEDULE FOR MAINE STATE ARCHIVES.	AS	1,100 AS	1,100 I	JUL 15 74 SHCEDULE PRESENTED AND APPROVED WHICH SHALL BE THE MODEL FOR STATEWIDE SYSTEM. NO DOLLAR SAVINGS REALIZED BUT THE SPACE IS FREED FOR OTHER PURPOSES.
002					
003					
004					
005					
006					
001	-015 ELIMINATE PUBLICATIONS OF FINANCIAL STATEMENTS IN THE ANNUAL REPORT OF THE STATE AUDITOR.	AS	5,800 AS	2,500	
002		DC	6,000	I	JUL 15 74 NO COST INVOLVED TO IMPLEMENT. ANNUAL COST WAS APPRXXIMATELY \$2,500, NOT 5,800.
003					
004					
005					
006					
001	-016 OBTAIN FEDERAL REIMBURSEMENT OF 50% OF FRAUD INVESTIGATION DIVISION EXPENDITURES RELATED TO HEALTH AND WELFARE PROGRAMS.	AI	22,000	I	JUL 15 74 HEALTH AND WELFARE HAS ALWAYS REIMBURSED INVESTIGATION COSTS DIRECTLY TO THE STATE HEALTH AND WELFARE DEPARTMENT UNDER THE STATEWIDE OVERHEAD COST ALLOCATION PAYMENT. THUS, NO ADDITIONAL SAVINGS WILL BE REALIZED.
002					
003					
004					
005					
006					
007					
008					
009					
010					
001	-017 FINANCE THE AUDIT EXPENSE OF MUNICIPAL DISASTER RELIEF CLAIMS FROM THE STATE'S CIVIL DEFENSE EMERGENCY APPROPRIATION.	AT	9,000		N JUL 15 74 FEDERAL AUTHORITIES WILL MAKE SUCH PAYMENTS ONLY TO CIVIL DEFENSE. ANY BOOKKEEPING TRANSFER WOULD RESULT IN THE LOSS OF THESE FUNDS.
002					
003					
004					
005					
006					
007					
001	-018 INCREASE PERSONNEL IN THE FRAUD INVESTIGATION DIVISION TO REDUCE OR				
002					

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003	RECOVER BENEFITS PAID TO INELIGIBLE				
004	RECIPIENTS.	AI	62,000		
005	(FEDERAL)	AI	162,000	R JUL 15 74	L.D.2376-FILES, RULE 17-A.
001	-019 REQUIRE POSTAUDITS OF SPECIAL				
002	SANITARY AND WATER DISTRICTS TO BE				
003	IDENTICAL TO THOSE REQUIRED OF				
004	MUNICIPALITIES.			R JUL 15 74	L.D.2423-WITHDRAWN.
001	-020 EXPAND THE REQUIREMENTS GOVERNING				
002	CONTENTS OF ANNUAL REPORTS BY				
003	MUNICIPALITIES.			R JUL 15 74	L.D. 2423 WITHDRAWN.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 07 DEPARTMENT OF FINANCE AND
 002 ADMINISTRATION
 003 -00

001 -001 ESTABLISH OVERALL DEPARTMENTAL
 002 OBJECTIVES. P JUL 15 74 LEGISLATURE REJECTED REQUEST FOR
 003 AN APPROPRIATION OF \$10,000.
 004 L.D. 2376 PROCEEDING AS POSSIBLE.

001 -002 DEVELOP NECESSARY MANAGEMENT TOOLS
 002 TO BRING ABOUT EFFECTIVE PERFORMANCE P JUL 15 74

001 -01 BUREAU OF TAXATION

001 -003 SEND CHECKS AND OTHER FORMS OF SALES
 002 TAX REMITTANCES TO THE BANK UPON
 003 RECEIPT TO FACILITATE CASH FLOW. AI 18,000 AI 18,000 I JUL 15 74 SURVEY ESTIMATE ACCEPTED PENDING
 004 FINAL DETERMINATION.

001 -004 REDUCE THE NUMBER OF SALES AND USE
 002 TAX EXAMINERS. AS 46,000 N JUL 15 74 SURVEY STATISTICS ACCOUNTED FOR
 003 AUDIT TIME ONLY. NOT INCLUDED IS
 004 TIME DEVOTED TO SUCH DUTIES AS
 005 INCOME TAX AND BAD ACCOUNTS COL-
 006 LLECTING.

001 -005 COLLECT TELEPHONE AND TELEGRAPH
 002 TAXES ON A MONTHLY BASIS. AI 332,000 AI 180,000 I JUL 15 74 RECOMMENDATION WOULD HAVE EFFEC-
 003 TIVELY DOUBLED RATE. COLLECTION
 004 DATE ADVANCED FROM JUNE 30 TO
 005 MARCH 31. P.L. 1974, C. 717.
 006 8 MILLION AT 9% FOR 3 MONTHS, OR
 007 180,000.

001 -006 COLLECT THE TAX ON INSURANCE
 002 PREMIUMS QUARTERLY. AI 213,000 AI 320,000
 003 AI 144,000
 004 CI 1,500,000 I JUL 15 74 AT 9% AI ON 6 MILLION WILL BE
 005 320,000. EFFECTIVE JULY 1, 1974
 006 CHAPTER 727, P.L., 1974. FIVE
 007 QUARTERS WILL BE COLLECTED, OR AN
 008 ADDITIONAL 1.5 MILLION PLUS INTER-

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009 010	EST AT 9% FOR ONE QUARTER OF 144,000.									
001 002 003 004	-007 PROVIDE FOR ADMINISTRATION AND COLLECTION OF STATE INCOME TAX IN CONJUNCTION WITH THE FEDERAL TAX.	AS AI	188,000 100,000				R JUL	15 74	L.O. 2349 REJECTED.	
001 002 003	-008 REQUIRE COLLECTION OF PREVIOUS MONTH'S GASOLINE TAXES BY THE FIFTEENTH DAY OF EACH MONTH.	AI	111,000 AI	0			R JUL	15 74	L.O. 2404 REJECTED.	
001 002 003 004 005 006 007 008 009 010 011 012	-009 UTILIZE SAMPLING TECHNIQUES TO DETERMINE A NEW STATE VALUATION FOR UNORGANIZED TOWNSHIPS TO ENSURE TAX REVENUE UNIFORMITY.	AI	105,000		P	JUL	15 74	SAMPLING TECHNIQUES CANNOT BE USED TO ASSESS INDIVIDUAL PROPERTY TAX- ATION. BUT POTENTIAL EFFICIENCIES FROM WORK SIMPLIFICATION MAY RE- SULT. INTERRELATED TO # 010. IMPOSSIBLE TO PROJECT ANY SAVINGS PENDING STUDY REPORT. FUTURE SAV- INGS POSSIBLE THROUGH EFFICIENCIES OF COMPUTERIZATION.		
001 002 003 004 005 006 007 008 009 010 011 012 013	-010 PERFORM A WORK SIMPLIFICATION STUDY WITHIN THE PROPERTY TAX DIVISION.				P	JUL	15 74	NEW BUREAU OF PROPERTY TAXATION CREATED OCT. 3, 1973 WITH ADDITION- AL DUTIES. WORK SIMPLIFICATION AND COMPUTER FEASIBILITY STUDY DUE FALL OF 1974. CONTRACT FOR SETTING UP ORGANIZATIONAL STRUCTURE OF NEW BUREAU OF PROPERTY TAXATION COMPLETED. IMPLEMENTATION OF # 009 AND # 010 WILL FOLLOW COMPLETION OF ORGANIZATIONAL STRUCTURE. COSTS AND SAVINGS UNKNOWN PENDING STUDY RESULTS.		
001 002 003	-011 ASSESS STATE WITHHOLDING AGENTS FOR FAILURE TO FILE RETURNS WITHIN PRESCRIBED PERIODS.	AI	47,000 AI	47,000 I		JUL	15 74			

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 -02 BUREAU OF THE BUDGET

001	-012	UTILIZE PROGRAM BUDGETING TO CONTROL							
002		GENERAL FUND EXPENDITURES.	AS 2,640,000 CC	79,859	P	JUL	15	74	P&S 1974, C. 221 AND 207. LEGISLA-
003									TUBE AUTHORIZED PROGRAM-ORIENTED
004									BUDGET FOR PRESENTATION TO NEXT
005									GOVERNOR AND LEGISLATURE. 4 POSI-
006									TIONS FUNDED TO ASSIST PREPARA-
007									TION. SAVINGS DEPENDANT UPON FU-
008									TURE LEGISLATIVE ACTION. ESTIMATED
009									ANNUAL COST OF \$100,000. INTER-
010									RELATED TO # 013, # 014, # 01,
011									# 017, # 023 AND # 027.

001	-013	COORDINATE DEVELOPMENT OF AN							
002		ACCOUNTING SYSTEM WITH ACCOUNTS AND							
003		CONTROL WHICH WILL ALLOW ACTIVITY							
004		AND PROGRAM REVIEW.			P	JUL	15	74	INTERRELATED TO # 012.

001	-014	INSTITUTE RATIO ANALYSIS TO MEASURE							
002		PERFORMANCE RESULTS AGAINST QUAN-							
003		TIFIABLE OBJECTIVES.			P	JUL	15	74	INTERRELATED TO # 012.

001	-015	REQUIRE SUBMISSION OF A DETAILED							
002		PROGRAM STATEMENT WITH RESULTS TO BE							
003		ACHIEVED.			P	JUL	15	74	INTERRELATED TO # 012. PARTIALLY
004									FUNDED BY C. 221, P&SL 0 1974.
005									COST INCLUDED IN APPROPRIATION OF
006									# 012.

001	-016	USE MARGINAL ANALYSIS TECHNIQUES AS							
002		SUPPLEMENTARY AIDS IN REVIEWING THE							
003		PART I BUDGET.			P	JUL	15	74	INTERRELATED TO # 012.

001	-017	REQUIRE SUBMISSION OF A LONG-RANGE							
002		OR LIFE-CYCLE FORECAST FOR EACH							
003		PROGRAM REQUESTED IN PART II.			P	JUL	15	74	INTERRELATED TO # 012.

001	-018	CHARGE ALL AGENCIES TO SUMMARIZE							
002		PART II REQUESTS AT START OF BUDGET							
003		CYCLE.			I	JUL	15	74	

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-019 COORDINATE ACTIVITIES WITH THE STATE						
002	PLANNING OFFICE TO ESTABLISH UNIFORM						
003	ASSUMPTIONS FOR USE IN PREPARING						
004	BUDGETS.						
005							
006							
007							
008							
009							
010							
				P	JUL	15 74	PLANNING OFFICE WILL DEVELOP MOD- ELS TO ALLOW COMPARISON OF ALTER- NATIVE POLICIES FOR USE BY STATE AGENCIES IN PREPARATION OF PROGRAM BUDGETS. APPROPRIATION REQUEST REJECTED BY LEGISLATURE. L.D. 2376 AC 15,000.
001	-020 MOVE THE DATE FOR SUBMISSION OF THE						
002	BUDGET TO MARCH.						
003							
004							
005							
006							
007							
008							
009							
				I	JUL	15 74	LEGISLATION (C. 732, P.L., 1974) PERMITS A GOVERNOR-ELECT TO HIS FIRST TERM OF OFFICE TO TRANSMIT BUDGET DOCUMENT TO THE LEGISLATURE NOT LATER THAN THE CLOSE OF THE SIXTH WEEK OF THE REGULAR LEGISLA- TIVE SESSION EFFECTIVE JUNE 28, 1974.
001	-021 LAPSE ALL DEDICATED FUND SURPLUSES						
002	IN EXCESS OF CURRENT NEEDS TO THE						
003	GENERAL FUND AT END OF EACH FISCAL						
004	YEAR.						
005							
006							
007							
				P	JUL	15 74	LEGISLATURE (P.L. 1974, C. 744) HA REQUIRED ANNUAL ACCOUNTING OF DEC- ICATED ACCOUNTS WITHOUT TRANSFER- ING BALANCES TO GENERAL FUN.
001	-022 SUBJECT DEDICATED FUND BUDGETS TO						
002	PROGRAM REVIEW, BUDGETING, AND						
003	CONTROL.	AS 3,300,000					
004							
005							
006							
007							
				I	JUL	15 74	LEGISLATION (C. 744, P.L., 1974) REQUIRES INITIATION OF THESE PRO- CEDURES. EFFECTIVE JUNE 28, 1974. SAVINGS DEPENDANT UPON LEGISLATIVE ACTION.
001	-023 AUTOMATE BUDGET PROCESSING.	AS 2,000 AS 2,000					
002							
003				P	JUL	15 74	PROGRAM ANALYST EMPLOYED UNDER # 012. SAVINGS ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.

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001	-024	DELEGATE QUARTERLY ALLOTMENT							
002		CONTROLS TO THE AGENCIES.			R	JUL	15 74	L.D. 2467.	
001	-025	PRODUCE MONTHLY VARIANCE REPORTS							
002		COMPARING AGENCY PERFORMANCE WITH							
003		BUDGET.	OC	3,000	P	JUL	15 74	CHANGES IN ACCOUNTING METHODS BY	
004								CONTROLLER'S OFFICE WILL PRODUCE	
005								THIS INFORMATION. NO COST. INTER-	
006								RELATED TO # 024.	
001	-026	APPOINT A COMPETENT STATE BUDGET							
002		OFFICER.			I	JUL	15 74		
001	-027	REQUIRE ANNUAL STATE BUDGET PREPAR-							
002		ATION AND REVIEW.			R	JUL	15 74	L.D. 2539.	
001	-028	REQUIRE SIMULTANEOUS REVIEW OF PART							
002		I AND PART II BUDGET SUBMISSIONS.			I	OCT	12 73		
001	-03	BUREAU OF PUBLIC IMPROVEMENTS							
001	-029	DEVELOP AND MAINTAIN STANDARDS OF							
002		DESIGN, CONSTRUCTION, AND MATERIALS. AS	AS	457,000					
003			OC	100,000	R	JUL	15 74	L.D. 2376. REJECTED. SURVEY REPORT	
004								REDUCED AS BY AC. BUREAU ESTIMATED	
005								AC AT \$25,000. BUREAU CONCURS WITH	
006								OC OF \$100,000. LEGISLATURE REJEC-	
007								TED REQUEST FOR APPROPRIATION OF	
008								\$25,000.	
001	-030	REQUIRE COMPARISON OF SPACE NEEDS							
002		WITH EXISTING AVAILABILITY BEFORE							
003		ANY DESIGN WORK IS STARTED.			R	JUL	15 74	DEPENDANT UPON APPROPRIATION OF	
004								\$47,582 IN L.D. 2376. REJECTED.	
005								INTERRELATED TO # 032.	
001	-031	ASSUME CONTROL OF ALL CONSTRUCTION							
002		AND ACQUISITION OF REAL ESTATE							
003		WHETHER OWNED OR LEASED.			R	JUL	15 74	DEPENDANT UPON APPROPRIATION OF	
004								\$47,582 IN L.D. 2376. REJECTED.	
005								INTERRELATED TO # 032.	

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001	-032 ESTABLISH A DIVISION OF PROPERTY AND					
002	SPACE MANAGEMENT.	AS	147,500	R	JUL	15 74 SURVEY REPORT REDUCED AS BY AC OF
003						\$52,000. BUREAU ESTIMATED AC AT
004						\$47,582 AND AS OF \$199,500. LEGIS-
005						LATURE REJECTED REQUEST FOR APPRO-
006						PRIATION OF \$47,582.
001	-033 ELIMINATE PROPERTY RECORDS AND					
002	REASSIGN RESPONSIBILITIES TO OTHER					
003	DIVISIONS.			R	JUL	15 74 DEPENDANT UPON APPROPRIATION OF
004						\$47,582 IN LD 2376. REJECTED.
005						INTERRELATED TO # 032.
001	-034 CONTROL THE USE OF PERSONAL ELECTRI-					
002	CAL APPLIANCES IN STATE BUILDINGS.			I	JUL	15 74
001	-035 REEVALUATE WORK STANDARDS AND TRAIN-					
002	ING FOR CUSTODIAL PERSONNEL.	AS	165,000	S	JUL	15 74
001	-036 UTILIZE MONITORING DEVICES TO PRO-					
002	VIDE BETTER COVERAGE.	AS	40,000			
003		OC	150,000	P	JUL	15 74 CENTRAL MONITORING SYSTEM PLANNED
004						FOR NEW OFFICE BUILDING WHICH MAY
005						BE EXPANDED TO PRESENT FACILITIES
006						IN THE FUTURE AS SOON AS POSSIBLE.
007						LEGISLATURE REJECTED REQUEST FOR
008						APPROPRIATION OF \$150,000.
009						LD 2376. POTENTIAL SAVINGS OF
010						PLANNED SYSTEM SUBSTANTIAL THROUGH
011						EFFICIENT USE OF ENERGY AND MAIN-
012						TENANCE.
001	-037 INSTALL A SPRINKLER SYSTEMS IN THE					
002	STATE OFFICE BUILDING.	OC	81,700	R	JUL	15 74 LEGISLATURE REJECTED REQUEST FOR
003						APPROPRIATION OF \$97,000. LD 2376.
001	-038 ESTABLISH A BUILDING CODE FOR THE					
002	CONSTRUCTION OF BUILDINGS AND					
003	ADDITIONS.			I	JUL	15 74 LEGISLATION (C. 741, P.L., 1974)
004						DESIGNATED CODES THAT WOULD BE
005						ACCEPTABLE. EFFECTIVE JUNE 2,,
006						1974.

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Line	Item	Category	Amount	Priority	Month	Year	Description
001	-039 APPLY STANDARDS AND SPECIFICATIONS						
002	DEVELOPED IN THE PREVIOUS RECOM-						
003	MENDATION TO OWNED OR LEASED STATE						
004	BUILDINGS.				R	JUL	15 74 DEPENDANT UPON APPROPRIATION RE-
005							QUEST OF \$47,582-REJECTED. L.D.
006							2376. INTERRELATED TO # 032.
001	-040 DEVELOP A MECHANIZED CAPITAL ASSETS						
002	ACCOUNTING SYSTEM (CAAS).	AC	9,000				
003		OC	15,000		P	JUL	15 74 PROTOTYPE SYSTEM IN HEALTH AND
004							WELFARE AND AUGUSTA STATE HOSPITAL
005							WILL BE INSTITUTED STATEWIDE ONCE
006							PERFECTED.
001	-04 BUREAU OF PURCHASES						
001	-041 REORGANIZE THE BUREAU.	AC	26,600	AC	26,600	I	JUL
002							15 74 SAVINGS REALIZED FROM 055 AND 063
003							USED TO IMPLEMENT. INTERRELATED TO
							# 058.
001	-042 RESTRUCTURE THE STANDARDIZATION						
002	COMMITTEE.				P	JUL	15 74 APPROPRIATION REQUEST DENIED.
003							LD 2376. UTILIZING SAVINGS REAL-
004							IZED ELSEWHERE. INTERRELATED TO
005							# 041. WILL BE FULLY IMPLEMENTED
006							UPON COMPLETION OF REORGANIZATION.
001	-043 INCORPORATE UNIFORM PURCHASING						
002	POLICIES AND PROCEDURES IN A NEW						
003	BUYERS MANUAL.				I	JUL	15 74 COMPLETED APRIL 1974.
001	-044 ESTABLISH DEPARTMENTAL OBJECTIVES.				I	JUL	15 74 INCORPORATED INTO MANUAL IN 043.
001	-045 CREATE A REQUISITION AND PURCHASE						
002	ORDER LOG AND ISSUE PURCHASING						
003	RESULT REPORTS.				R	JUL	15 74 LEGISLATURE REJECTED APPROPRIATION
004							REQUEST FOR \$5,500 LD2376.
001	-046 INSTITUTE A PROGRAM TO IMPROVE THE						
002	BUREAU'S BUYING TECHNIQUES.	AS	480,400		P	JUL	15 74 PARTIALLY IMPLEMENTED. INTERRELA-
003							TED TO # 054 AND # 059. LEGISLA-

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION      *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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004
005
006

TURE REJECTED APPROPRIATION
REQUEST IN # 059 FOR \$15,000.
LD 2376. SAVINGS INDETERMINATE.

001
002
003
004
005
006

-047 REQUIRE STATE VEHICLES ON OFFICIAL BUSINESS TO USE GASOLINE FROM STATE-MANNED FACILITIES WHEN FEASIBLE.

AS 96,400 AS 96,400 I

JUL 15 74 LEGISLATURE REJECTED APPROPRIATION
REQUEST FOR \$5,600. LD 2376.
ALTERNATE FUNDING DERIVED FROM
HIGHWAY DEPT.

001
002
003
004
005
006

-048 PURCHASE MERCHANDISE FOR DEPENDENT CHILDREN THROUGH CURRENTLY ESTABLISHED CONTRACTUAL ARRANGEMENTS-

AS 19,300 AS 2,000 I

JUL 15 74 IMPLEMENTED FOR FIRST PURCHASE
PRIOR TO FOSTER PARENT PLACEMENT.
THEREAFTER LUMP SUM PAYMENTS MADE
TO FOSTER PARENTS.

001
002
003
004
005

-049 COMBINE DELIVERY REQUIREMENTS OF SMALL PURCHASES OF FCCD STAPLES WITH THOSE OF LARGE INSTITUTIONAL USERS.

P JUL 15 74 WILL BE FULLY IMPLEMENTED WHEN
MONTHLY DELIVERIES ACCOMPLISHED
WITHIN ONE YEAR.

001
002
003
004

-050 PROVIDE GREATER UTILIZATION OF
PUBLIC AUCTIONS TO DISPOSE OF SUR-
PLUS ITEMS.

AS 3.600 AS 100.000 I

JUL 15 74 PUBLIC ACTION RECIEPTS 25% GREATED
THAN SEALED BID RECEIPTS.

001
002
003
004

-051 EVALUATE THE USE OF STATE-OWNED WAREHOUSE FACILITIES FOR BULK PURCHASES.

P JUL 15 74 WILL REQUIRE APPROXIMATELY ONE
YEAR TO COMPLETE IMPLEMENTATION.

001
002
003
004

-052 REQUIRE THE CONTRACTUAL REVIEW COMMITTEE TO VERIFY NEEDS FOR SPECIAL SERVICE CONTRACTS.

AS 385,000 AS 385,000 I

JUL 15 74 SURVEY ESTIMATE ACCEPTED BY BUREAU
PENDING FINAL DETERMINATION.

001
002
003

-053 PURGE THE BIDCERS LISTS AND REDUCE
SUPPLIERS ON THE REQUEST FOR BID
LISTINGS.

I JUL 15 74 ACCOMPLISHED ADMINISTRATIVELY.

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I = INCOME	= I		MCNTH-OY-YR

 SEQ # CONTROL # DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$ DEPARTMENT \$ STATUS ACTION DATE *-----REMARKS-----

001	-054 DEVELOP A COMMODITY CODE SYSTEM.		OC	25,000	P	JUL	15 74	INTERRELATED TO # 046 AND # 059.
002								LEGISLATURE REJECTED APPROPRIATION
003								REQUEST FOR \$25,000. LD 2376. WILL
004								RE-SUBMIT LEGISLATION.
001	-055 STANDARDIZE ORDER PROCEDURES ON A							
002	BID BASIS.	AS	13,200	AS	8,000	I	JUL	15 74 85% IMPLEMENTED. C. 731, P.L.,
003								1974 ONLY PARTIALLY RESPONSIVE TO
004								RECOMMENDATION EFFECTIVE JUNE 28,
005								1973. SAVINGS UTILIZED IN 041.
001	-056 ISSUE A SINGLE ORDER TO A SUPPLIER							
002	FOR ITEMS COMMON TO REQUISITIONING							
003	AGENCIES.					I	JUL	15 74
001	-057 MODIFY SIGNATURE CONTROLS.					I	JUL	15 74
001	-058 ESTABLISH A SYSTEM FOR EXPEDITING							
002	ORDERS AND DAMAGED GOODS CLAIMS.					P	JUL	15 74 INTERRELATED TO # 041. LEGISLATION
003								REJECTED APPROPRIATION REQUEST FOR
004								\$26,600. LD 2376. ALTERNATE ACTION
005								TAKEN TO ACCOMPLISH.
001	-059 DEVELOP A COMBINATION PURCHASE							
002	REQUISITION, AND BID ORDER FORM.	AS	31,700	AS	6,000			
003				AC	15,000	P	JUL	15 74 INTERRELATED TO # 046 AND # 054.
004								LEGISLATION REJECTED APPROPRIATION
005								REQUEST FOR \$15,000. WILL SUBMIT.
006								WILL ELIMINATE ONE CLERK BUT RE-
007								QUIRE A CLERK AND LIBRARIAN.
001	-060 DETERMINE FUND AVAILABILITY PRIOR TO							
002	PROCESSING REQUISITIONS.					N	JUL	15 74 COSTS WOULD EXCEED BENEFITS AS
003								VERY FEW PURCHASES ARE CANCELLED
004								FOR INSUFFICIENT FUNDS AND IMPE-
005								MENTATION REQUIRES EXTENSIVE
006								CHANGES IN ACCOUNTING PROCESS OF
007								ALL PURCHASES.
001	-061 ELIMINATE DUPLICATE FILING OF							
002	REQUISITIONS AND PURCHASE ORDERS.					N	JUL	15 74 NOT NECESSARY AS DEPENDANT ON 060.

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 SEQ #*CGNTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-074 DISCONTINUE THE PARALLEL PROGRAM OF							
002	GENERAL LEDGER-MACHINE BOOKKEEPING							
003	ONCE CONVERSION TO DATA PROCESSING							
004	IS COMPLETE.	AS	13,500					
007				P	JUL	15 74	RELATED TO #67. NEW SYSTEM WILL BE	
008							FASTER AND ADVANTAGEOUS, BUT STAFF	
009							REQUIREMENTS AND COSTS WILL REMAIN	
010							ROUGHLY CONSTANT. NO SAVINGS ANTI-	
011							CIPATED. WILL REQUIRE APPROXIMATE-	
012							LY ONE YEAR TO COMPLETE IMPLEMEN-	
013							TATION.	
001	-075 REVAMP THE EXPENDITURE CODING SYSTEM			S	JUL	15 74	WILL BE IMPLEMENTED AFTER DEVELOP-	
002							MENT OF NEW PROGRAM BUDGETING	
003							SYSTEM.	
001	-076 DEVELOP STANDARD PAYMENT DATES FOR							
002	VENDOR INVOICES.			N	JUL	15 74	WITHOLDING CASH TO IMPROVE CASH	
003							UTILIZATION WOULD DEPRIVE VENDORS.	
004							THE USE OF THE SAME CASH TO THEIR	
005							DETRIMENT AND THAT EXTRA COST WILL	
006							BE REFLECTED IN THE PRICE. IMPLE-	
007							MENTATION WOULD ALSO PREVENT	
008							PROMPT PAYMENT DISCOUNTS.	
001	-06 MAINE INSURANCE ADVISORY BOARD							
001	-077 FILE A DUPLICATE SET OF APPRAISALS							
002	AND RECORDS OF INSURANCE POLICY							
003	NUMBERS IN A SAFE ALTERNATE LOCATION			I	JUL	15 74		
001	-078 ABOLISH THE MAINE INSURANCE ADVISORY							
002	BOARD.	AS	2,700					
004				AS	2,700	P	JUL	15 74
005							AGENCY WILL RESUBMIT LEGISLATION.	
006							REFERRED TO THE 107TH LEGISLATURE.	
007							INTERRELATED TO #079, #080, #08	
008							AND #083. L.O.2436. SURVEY ESTI-	
009							MATE ACCEPTED PENDING FINAL DETER-	
							MINATION.	
001	-079 ESTABLISH THE BUREAU OF INSURANCE							

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SEQ #CONTROL #DEPARTMENT AND RECOMMENDATION      *MMC SURVEY $*DEPARTMENT $*STATUS*ACTION DATE*-----REMARKS-----

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003	ELIMINATE LOSSES.				I	JUL	15 74	
001	-085 INCREASE THE DEDUCTIBLE ON FIRE IN-							
002	SURANCE FOR AND CONSIDER SELF-							
003	INSURANCE.	AS	50,000 AS	50,000	I	JUL	15 74	RELATED TO #81. AS FUND GROWS THE
004								DEDUCTABLE LIMIT IS INCREASED.
005								ESTIMATE ACCEPTED PENDING FINAL
006								DETERMINATION.
001	-07 BUREAU OF ALCOHOLIC BEVERAGES							
001	-086 INSTITUTE PERFORMANCE INCENTIVES.	AS	125,000					
002					R	JUL	15 74	L.D.2354 REJECTED.
001	-087 USE STATE TRUCKS TO MAKE PALLETIZED							
002	DELIVERIES TO LARGE STORES.	AS	21,600 AS	21,000				
003		OC	45,000 OC	30,000	P	JUL	15 74	BUREAU STUDY INDICATES COSTS WOULD
004								EXCEED SAVINGS. THREE TRUCKS SUI-
005								TABLE TO PALLETIZED DELIVERY WOULD
006								EXCEED \$45,000 COST. ADDITIONAL
007								COSTS FOR FUEL, MAINTENANCE AND
008								PERSONNEL NOT INCLUDED. ONE TRUCK
009								PURCHASED FOR \$30,000. DELIVERIES
010								MADE TO PALLETIZED STORE. SAVINGS
011								SHOULD EXCEED COST BUT ARE INDE-
012								TERMINATE. SURVEY ESTIMATE ACCEPT-
013								ED TENTATIVELY PENDING FINAL
014								DETERMINATION.
001	-088 INSTITUTE CONTROLS TO REDUCE							
002	INVENTORIES.	AI	108,000					
005					P	JUL	15 74	INVENTORY REDUCTION IS A CONTINU-
006								ING PROCESS. IT IS, AND WILL BE,
007								UNDER CONTINUING STUDY. HOWEVER,
008								BECAUSE OF INFLATION AND ADDITION-
009								AL STORES, INVENTORY CANNOT BE
010								FURTHER REDUCED.
001	-089 ESTABLISH AN AGENCY SYSTEM TO RE-							
002	PLACE LOW-VOLUME STORES.	AI	62,000		R	JUL	15 74	INDEFINATELY POSTPONED BY THE SPE-
003								CIAL SESSION OF THE 106TH LEGISLA-
004								TURE. L.D.2440.

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION

*MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 -050 CONVERT THE PRESENT STORES TO SELF-
 002 SERVICE.

AS 372,600
 OC 345,000

R JUL 15 74 SEVENTEEN STORES ARE PRESENTLY
 SELF SERVICE. LEGISLATURE REJECTED
 REQUEST FOR AN APPROPRIATION OF
 \$25,000 FOR CONVERSION OF 5 STORES
 IN FIRST YEAR OF A 10 YEAR PROGRAM
 . L.O.2376. DEPARTMENT ESTIMATED
 EVENTUAL AS OF 216,000 AND OC OF
 265,000.

001 -051 ESTABLISH MORE FLEXIBLE STORE HOURS.
 002
 003

R JUL 15 74 INDEFINATELY POSTPONED BY THE
 SPECIAL SESSION OF THE 106TH LEGI-
 SLATURE. L.O.2440.

001 -052 ENFORCE LAWS REGARDING INTERSTATE
 002 TRANSPORT OF LIQUOR.
 003
 004
 005
 006
 007
 008
 009

I JUL 15 74 TRANSFERRED TO THE DEPARTMENT OF
 PUBLIC SAFETY ON JULY 1, 1972.
 LIQUOR ENFORCEMENT IS UNDER THE
 JURISDICTION OF THE COMMISSION OF
 PUBLIC SAFETY. PERSONNEL UNAVAIL-
 ABLE AND INCREASED ENFORCEMENT
 EFFORTS DEEMED IMPRACTICAL AND
 FRUITLESS.

001 -053 REQUIRE SUPERVISORS TO ADJUST SLOW-
 002 MOVING STOCK.

I JUL 15 74 THIS WILL BE A CONTINUING PROCESS.

001 -054 PREPARE MANUALS OF MANAGEMENT
 002 PROCEDURES.

P JUL 15 74

001 -055 STUDY THE FEASIBILITY OF HAVING
 002 SUPPLIERS PROVIDE WAREHOUSING AND
 003 DELIVERY TO INDIVIDUAL STORES.
 004
 005

I JUL 15 74 STUDY INDICATES THAT SELLERS PRO-
 HIBITED BY LAW FROM DIRECT DELI-
 VRIES IN STATE.

001 -056 CHANGE THE LICENSEE DISCOUNT METHOD
 002 TO APPLY TO UNBROKEN CASES ONLY.
 003
 004

AS 250,000

N JUL 15 74 NOT CONSIDERED AS PRACTICAL. DIS-
 CRIMINATES AGAINST SMALL PURCHA-
 SERS.

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SEQ	#	CONTROL	#	DEPARTMENT AND RECOMMENDATION	#	MMC SURVEY	\$	DEPARTMENT	\$	STATUS	\$	ACTION DATE	-----	REMARKS	-----
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001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096	097	098	099	100
001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096	097	098	099	100
001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096	097	098	099	100
001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064	065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096	097	098	099	100
001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	050																																																		

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001 09 DEPARTMENT OF PERSONNEL
 002 -00

001 -001 REVISE ORGANIZATIONAL AUTHORITY AND
 002 PERSONNEL FUNCTIONS.
 003
 004
 005

R JUL 15 74 L.D.2410-INDEFINITELY POSTPONED.
 INCLUDED IN PROPOSED REORGANIZE-
 TION OF EXECUTIVE STAFF FUNCTIONS
 AS RECOMMENDED IN 001-00-002.

001 -002 RESTRUCTURE THE PERSONNEL BOARD.
 002
 003

R JUL 15 74 L.D.2410-INDEFINITELY POSTPONED.
 INCLUDED IN PROPOSED REORGANIZA-
 TION OF EXECUTIVE OFFICE.

001 -003 REPEAL PROVISIONS OF THE PERSONNEL
 002 ACT RELATING TO APPOINTMENT OF AN
 003 ADVISORY COUNCIL.
 004
 005
 006

R JUL 15 74 L.D.2410-INDEFINITELY POSTPONED.
 INCLUDED IN PROPOSED REORGANIZA-
 TION OF EXECUTIVE STAFF FUNCTIONS.
 SEE 001-00-002.

001 -004 CHANGE TESTS AND EXAMINATIONS FROM A
 002 CREDENTIALS-ORIENTED TO A JOB CON-
 003 TENT BASIS.
 004
 005
 006
 007
 008

R JUL 15 74 L.D.2376-FILES, RULE 17-A. \$20,000
 FOR FY 75. AN ONGOING ACTIVITY.
 THE APPROPRIATION WOULD HAVE
 ALLOWED FOR TWO POSITIONS FOR
 2 1/2 YRS. TO REVIEW THIS
 PROCESS.

001 -005 UPDATE JOB SPECIFICATIONS.
 002
 003
 004
 005
 006

R JUL 15 74 L.D.2376-FILES, RULE 17-A.
 \$156,500 APPROPRIATION DENIED. ON-
 GOING ACTIVITY MANDATED BY FEDERAL
 REQUIREMENTS. FUNDS FOR COMPREHEN-
 SIVE REVIEW AND ADDITIONAL PERSON-
 NEL FOR SURVEY DENIED.

001 -006 REQUIRE MONTHLY RECONCILIATION
 002 REPORTS OF EMPLOYMENT STRENGTH.
 003
 004

R JUL 15 74 L.D.2376-FILES, RULE 17-A.
 DEPENDENT ON #009, APPROPRIATION
 FOR COMPUTERIZATION.

001 -007 FORMULATE POLICIES TO CONTROL ABSEN-

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002	TEEISM.					R JUL 15 74	L.D.2376- FILES, RULE 17-A. DEPENDENT ON #009, APPROPRIATION FOR COMPUTERIZATION TO DEVELOP A DATA EASE.
003							
004							
005							
001	008 ESTABLISH CONTROL OVER AND REDUCE COSTS OF EMPLOYEE TURNOVER	AS	200,000			R JUL 15 74	L.D.2376, FILES, RULE 17-A. ALSO DEPENDENT ON COMPUTERIZATION AND STAFF IN #009 TO GATHER AND ANALYZE DATE. RELATED TO #011.
002							
003							
004							
005							
001	009 PROVIDE URGENTLY NEEDED COMPUTERIZATION OF OPERATIONS.	OC	100,000	OC	100,000	P JUL 15 74	L.D.2376-FILES, RULE 17-A. A PREREQUISITE TO 006, 007, 008, AND 012. DEPARTMENT IS CONTINUING NONFUNDED STUDY OF COST AND FEASIBILITY. WILL RE-SUBMIT APPROPRIATION REQUEST.
002							
003							
004							
005							
006							
007							
001	010 ESTABLISH A 4-YEAR PERIOD FOLLOWING TERMINATION FOR RETENTION OF PERSONNEL RECORDS.					P JUL 15 74	MEETING WITH ARCHIVES TO DETERMINE RETENTION REQUIREMENTS. TRANSFER, AFTER SORTING, STARTS JULU 1974. COST OF SUGGESTED MICROFILMING, IF NEEDED. UNKNOWN.
002							
003							
004							
005							
006							
007							
001	011 ESTABLISH SCHEDULES FOR RETENTION OF OTHER FORMS AND FILES.					I JUL 15 74	RELATED TO 010. MET WITH ARCHIVES TO ESTABLISH RETENTION REQUIREMENTS AND SCHEDULES. FIRST PURGE JUNE 74.
002							
003							
004							
005							
001	012 COMBINE EMPLOYMENT ACTIVITIES FORMS. AS	AS	1,600	AS	1,600	P JUL 15 74	DEPENDENT ON 009-COMPUTERIZATION. IMPLEMENTED TO EXTENT POSSIBLE MANUALLU. SURVEY ESTIMATE ACCEPTED PENDING FINAL DETERMINATION.
002							
003							
004							
001	013 DISPOSE OF 10 MANUAL TYPEWRITERS.					I JUL 15 74	FIVE DISPOSED OF. APPROPRIATION TO REPLACE OTHERS DENIED, L.D.2376, FILES, RULES 17-A.
002							
003							

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001	-014 DISPOSE OF EXCESS OFFICE FURNITURE.	N	JUL	15 74	FURNITURE REQUIRED FOR FOUR ADDI-
002					TIONAL PERSONNEL, CASUAL HELP, AND
003					JOB APPLICANTS.
001	-015 IMPROVE UTILIZATION OF HISTORICAL				
002	PAYROLL FILES.	I	JUL	15 74	ALL SPACE IS NOW UTILIZED.
001	-016 REPRODUCE JOB CLASSIFICATIONS AS				
002	REQUIRED.	I	JUL	15 74	
001	-017 INSTITUTE AN ALCOHOLISM REHABILITA-				
002	TION PROGRAM BASED ON JOB PERFOR-				
003	MANCE.	P	JUL	15 74	JOINT STUDY WITH HEALTH AND MEL-
004					FARE WAS UNDERTAKEN AND A POLICY
005					DRAFT IS BEING PREPARED FOR
006					PERSONNEL, HEALTH & WELFARE, AND
007					MSEA. ONCE APPROVED BY THE BOARD,
008					A TRIAL PROGRAM WILL BE TESTED IN
009					H&W. POTENTIAL SAVINS ARE SUBSTAN-
010					TIAL.

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 SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 12 MAINE STATE RETIREMENT SYSTEM
 002 -R

001 -R1 RENEGOTIATE FEE AGREEMENTS. AS 75,000 AS 15,000 P JUL 15 74 EFFECTIVE JULY 1, 1974 A NEW FEE
 002 SCHEDULE WAS ADOPTED WHICH RESULTS
 003 IN A 10% REDUCTION IN FEES CHARGED
 004 BY THE MANAGER WITH WHICH THE REC-
 005 OMMENDATION WAS CONCERNED. THIS
 006 RESULTS IN AN ANNUAL SAVING OF
 007 \$15,000. THE BOARD OF TRUSTEES IS
 008 CONTINUING TO MONITOR PERFORMANCE
 009 AND SERVICE RELATIVE TO CHARGES
 010 AND IS EXPLORING OPPORTUNITIES FOR
 011 ADDITIONAL SAVINGS.

001 -R2 MAKE RETIREMENT AT 65 MANDATORY. AS 425,000 R JUL 15 74 LEGISLATION WAS INTRODUCED BUT
 002 RECEIVED AN UNFAVORABLE REPORT.

001 -R3 ESTABLISH THE FIRST DAY OF A
 002 CALENDAR MONTH AS A UNIFORM RETIRE-
 003 MENT DATE. R JUL 15 74 LEGISLATION WAS SUBMITTED TO
 004 ESTABLISH THE FIRST DAY OF A
 005 CALENDAR MONTH AS A UNIFORM
 006 RETIREMENT DATE. THE ACT FAILED OF
 007 ACCEPTANCE.

001 -R4 OBTAIN LARGER ADVANCE RATE DISCOUNTS AS 16,700 AS 10,800 I JUL 15 74 THE BOARD HAS IMPLEMENTED THE
 002 RECOMMENDATION INsofar AS POSSIBLE
 003 . EFFORTS WILL CONTINUE.

001 -R5 POOL GROUP LIFE INSURANCE. N JUL 15 74 THE BOARD HAS DETERMINED THAT
 002 POOLING OF ALL UNITS WOULD NOT BE
 003 IN THE STATES INTEREST.

001 -R6 ESTABLISH CONTROL OVER GROUP LIFE
 002 INSURANCE PREMIUM REQUIREMENTS. I JUL 15 74 STEPS HAVE BEEN TAKEN TO
 003 IMPLEMENT.

001 -R7 PROVIDE DATA PROCESSING PROGRAMS FOR
 002 MAINTENANCE OF PAYROLL AND BENEFIT
 003 RECORDS. AS 38,100
 004 OS 2,000 P JUL 15 74 IMPLEMENTATION DEPENDS ON INCLU-

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MONTH-DY-YR

SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

005
006
007

SION IN THE MASTER PLAN BY CENTRAL
COMPUTER SERVICES AND RESULTS OF
THE STUDY IN PROCESS.

001 -008 REQUIRE PAYROLL REPORTS TO BE SUB-
002 MITTED ALPHABETICALLY WITH SOCIAL
003 SECURITY NUMBER NO LESS THAN ONCE
004 A MONTH.

005
006
007
008
009

AS 10,000 I JUL 15 74 STEPS HAVE BEEN TAKEN TO IMPLEMENT
. MONTHLY REPORTS ON MEMBER
EARNINGS AND CONTRIBUTIONS ARE NOW
REQUIRED. ONE POSITION AND ONE
MACHINE HAVE BEEN ELIMINATED FOR
AN ANNUAL SAVING OF \$10,000.

001 -009 AUDIT AND UPDATE THE RETIREMENT
002 SYSTEM'S MEMBERSHIP.
003
004
005
006

I JUL 15 74 EMPHASIS IS CONTINUING ON
IMPLEMENTATION OF THIS
RECOMMENDATION. THE PROCEDURE IS
TO BE AN INTEGRAL PART OF
OPERATION BY THE SYSTEM.

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 SEQ ~~*****~~ DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 DEPARTMENT OF AGRICULTURE
 002

001 101 ESTABLISH A CAR POOL IN AUGUSTA. AS 50,000 AS 2,800 P JUL 15 74 AGENCY HAS PURCHASED FIVE VEHICLES
 002 THE SAVINGS ARE CALCULATED AT 2.8
 003 CENTS PER MILE FOR 20,000 MILES
 004 PER YEAR PER CAR.

001 102 REDUCE SALARY AND VEHICLE COSTS BY
 002 MAINTAINING CLOSER CONTROLS. AS 37,800 AS 37,800 P JUL 15 74 ESTABLISHED AN ADVANCE TRAVEL RE-
 003 PORT SYSTEM. SURVEY SAVINGS ESTI-
 004 MATE ACCEPTED PENDING FINAL DETER-
 005 MINATION BY THE AGENCY.

001 103 PROVIDE FINANCIAL ANALYSIS BY
 002 PROGRAM. P JUL 15 74 DEPARTMENT PARTICIPATED IN PILOT
 003 PROGRAM. PPBS BEING IMPLEMENTED BY
 004 ALL AGENCIES.

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SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY 3*DEPARTMENT 3*STATUS*ACTION DATE*-----REMARKS-----

001 12 MAINE RECREATION AUTHORITY

002 -00

001 -001 COMBINE THE MAINE RECREATION
002 AUTHORITY, THE MAINE INDUSTRIAL
003 BUILDING AUTHORITY, AND THE MAINE
004 MUNICIPAL APPROVAL BOARD INTO A
005 SINGLE ENTITY.
006
007

I JUL 15 74 106TH REGULAR SESSION CREATED THE
MAINE GUARANTEE AUTHORITY. P.L.
1973, C.633.

001 -002 PROVIDE THE MANAGER WITH INPUT TO
002 AND OUTPUT FROM LONG-RANGE PLANS
003 AND ECONOMIC DATA BASES OF THE STATE
004 PLANNING OFFICE AND THE DEPARTMENT
005 OF COMMERCE AND INDUSTRY.
006
007
008

I JUL 15 74 DCI COMMISSIONER A MEMBER OF
M.G.A. STATE PLANNING OFFICE NOW
PROVIDING M.G.A. WITH ACCESS TO
MATERIALS.

001 -003 INSTALL A SYSTEM OF MANAGEMENT
002 BASED ON OBJECTIVE MEASUREMENT OF
003 PERFORMANCE AGAINST GOALS.

AS 13,000 AS 13,000 P

JUL 15 74 SUB-COMMITTEES HAVE BEEN ESTAB-
LISHED TO IMPLEMENT. SURVEY
SAVINGS ESTIMATE ACCEPTED PENDING
A FINAL DETERMINATION BY THE
AGENCY.

004
005
006
007

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 SEQ # CONTROL # DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$ DEPARTMENT \$ STATUS ACTION DATE *-----REMARKS-----*

001 : BOARD OF PESTICIDES CONTROL
 002 -28

001 -001 ELIMINATE THE BOARD.
 002
 003
 004
 005

I JUL 15 74 THE BOARD HAS NOT BEEN ABOLISHED,
 HOWEVER, IT HAS BEEN REORGANIZED
 BY THE LEGISLATURE INTO THE DEPT.
 OF AGRICULTURE MEETING THE OBJECTIVES OF THE REPORT.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 14 DEPARTMENT OF INLAND FISHERIES AND
 002 GAME
 003 -11

001 -001 INITIATE MECHANIZED INVENTORY
 002 ACCOUNTING FOR CAPITAL EQUIPMENT
 003 AND PROPERTY RECORDS.
 004
 005
 006

P JUL 19 74 A NEW INVENTORY SYSTEM IS BEING
 DEVELOPED. ONCE PERFECTED IT WILL
 BE IMPLEMENTED STATEWIDE BY B.P.I.
 REGULATIONS.

001 -002 REVISE THE METHOD OF TAKING PHYSICAL
 002 INVENTORY TO PROVIDE EXCEPTION
 003 REPORTING.
 004

P JUL 15 74 NEW INVENTORY REGULATIONS BEING
 DEVELOPED BY B.P.I.

001 -003 CHANGE THE REQUIREMENT OF PHYSICAL
 002 PLANT AND EQUIPMENT INVENTORY FORM
 003 ANNUAL TO BIENNIAL.
 004
 005
 006
 007

AS 43,400 AS 43,400 P JUL 15 74 NEW INVENTORY REGULATIONS BEING
 DEVELOPED BY B.P.I. SAVINGS
 INDETERMINENT BUT SUBSTANTIAL,
 ESTIMATE ACCEPTED TENTATIVELY,
 PENDING DETERMINATION.

001 -004 ESTABLISH A CENTRAL ACCOUNTING
 002 SYSTEM TO REPLACE MANUAL BOOKKEEPING AS
 003
 004
 005

6,400 AS 6,400 P JUL 15 74 PROTOTYPE SYSTEM WILL BE PHASED
 IN BEGINNING JULY 1, 1974. ESTIMATE
 ACCEPTED & TENTATIVELY PENDING
 FINAL DETERMINATION.

001 -005 CENTRALIZE DEPARTMENTAL PURCHASING,
 002 DISTRIBUTION, AND CONTROL OF EX-
 003 PENDABLE ITEMS.
 004
 005

I JUL 15 74 THE WARDEN SERVICE STOREHOUSE HAS
 BEEN RENNOVATED AND ONE CLERK
 REASSIGNED TO IT.

001 -006 ELIMINATE FILING COPIES OF RESIDENT
 002 HUNTING AND FISHING LICENSES.
 003

AS 14,300 AS 5,700 I JUL 15 74 ONE CLERK REASSIGNED UNDER 005 AND
 ONE VACANCY NOT FILLED.

001 -007 ESTABLISH A LICENSING AND REGISTRA-
 002 TION DIVISION TO ASSUME LICENSING

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003	RESPONSIBILITIES FOR WATERCRAFT AND						
004	SNOWMOBILES.	AS	12,600				
005		AA	15,300	AA	15,300		
006				AS	12,600	I	
007						JUL	15 74 P.L.1974,C.734. BECAUSE OF BROADER
008							FEDERAL REGISTRATION REQUIREMENTS
009							MANPOWER NEEDS ARE UNKNOWN AND
010							SAVINGS ARE INDETERMINATE.
011							ESTIMATE ACCEPTED PENDING FINAL
							DETERMINATION.
001	-008 INITIATE A STUDY TO PROVIDE A						
002	MECHANIZED LICENSE AND REGISTRATION						
003	SYSTEM FOR APPLICATIONS, RENEWALS,						
004	REVENUE ACCOUNTING, SAMPLING AND						
005	REPORTS.			P		JUL	15 74 LD2376, FILES, RULE 17-A. SURVEY
006							ESTIMATED O.C. OF \$100,000 AND
007							A.C. OF \$42,000. THE APPROPRIATION
008							REQUEST WAS DENIED. STILL UNDER
009							STUDY BY THE DEPT.
001	-009 MODIFY HUNTING AND FISHING LICENSING						
002	METHODS TO INCLUDE MAILING RENEWAL						
003	APPLICATIONS.	AI	112,500	P		JUL	15 74 LD2376, FILES, RULE 17-A.
004							DEPENDENT ON '008. ALTERNATIVES
005							STILL UNDER STUDY BY THE DEPT. TO
006							FIND DESIREABLE SYSTEM AND
007							POSSIBLE FUNDING.
001	-010 INITIATE ISSUANCE OF NONRESIDENT						
002	MARINE SPORTS FISHING LICENSES.	AI	663,000				
003	(FEDERAL)	AC	63,000	R		JUL	15 74 L.D. 2342, FILES, RULE 17-A.
001	-011 ELIMINATE THE ATLANTIC SEA RUN						
002	SALMON COMMISSION AND INCORPORATE						
003	ITS RESPONSIBILITIES INTO THE DE-						
004	PARTMENT OF INLAND FISHERIES AND						
005	GAME.			I		JUL	15 74 PL 1974, C. 697.
001	-012 CLOSE THE FISH-PRODUCING FACILITIES						
002	AT DEBLOIS AND PHILLIPS AND TRANSFER						
003	RESPONSIBILITIES TO ENFIELD.	AS	59,700				
004		OI	319,600	N		JUL	15 74 ADDITIONAL FACILITIES AT ENFIELD

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SEQ **CD** **DEPARTMENT AND RECOMMENDATION **MHC SURVEY **DEPARTMENT **STATUS**ACTION DATE**-----REMARKS-----

005
006
007
008

WOULD COST APPROX. \$500,000. AND
FROM EXPERIENCE, ONLY 8% OF BOOK
VALUE IS REALIZED FROM THE SALE OF
REMOTE HATCHERIES OR \$25,500.

001
002
003
004
005

-013 INITIATE A STUDY TO DETERMINE IF THE
STATE SHOULD DISCONTINUE THE RAISING
AND STOCKING OF PHEASANTS.

AS 75,800
OI 160,000

S JUL 15 74 STUDY OF PHEASANT PROGRAM TO BE
COMPLETED JAN. OF 1975.

001
002
003

-014 DEVELOP AND IMPLEMENT A SYSTEM OF
WORK STANDARDS AND QUANTITATIVE
REPORTS FOR FIELD PERSONNEL.

I JUL 15 74 IMPLEMENTATION DATE: JULY 1, 1974.

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MONTN-DY-YR

SEQ **CCNTPL **DEPARTMENT AND RECOMMENDATION ***MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 15 DEPARTMENT OF ENVIRONMENTAL PRO-
002 TECTION
003 -GO

001 -001 ESTABLISH A CLERICAL POOL FOR
002 SECRETARIAL NEEDS IN AUGUSTA.
003 S JUL 15 74 FEASIBILITY STUDY IN PROCESS TO
004 DETERMINE WHETHER SUCH A POOL CAN
005 MEET THE DIVERSE NEEDS OF THE
SEVERAL BUREAUS.

001 -002 ORGANIZE A POOL OF TECHNICIANS AND
002 LOWER-ECHELON SCIENTISTS.
003 P JUL 15 74 DEEMED IMPRACTICAL, ALTERNATE
004 ACTION TAKEN. RESPONSIBILITIES
005 HAVE BEEN REORGANIZED AND A
TRAINING PROGRAM IS IN PROCESS.

001 -003 CROSS-TRAIN FIELD PERSONNEL SO THEY
002 CAN INVESTIGATE AND EXPLAIN VARIOUS
003 LAWS. AA 7,600 AA 7,600 P JUL 15 74 TRAINING PROGRAM IN PROCESS. NO
004 SAVINGS FY74-75 BUT LONG RANGE
005 SAVINGS ANTICIPATED, THROUGH
006 INDETERMINATE ESTIMATE ACCEPTED
007 PENDING FINAL DETERMINATION.

001 -004 INSTALL A WORK MEASUREMENT PROGRAM
002 IN THE CLERICAL AND TECHNICAL POOLS. AA 62,100
003 OC 4,200 S JUL 15 74 DEPENDANT ON 001 AND 002. FUNDS
004 ARE BEING SOUGHT TO ENGAGE
005 CONSULTANT SERVICES WHICH MUST
006 PRECEED COST AND SAVINGS
007 ESTIMATES.

001 -005 LIMIT NEW POSITIONS TO THE TECHNI-
002 CIAN AND CLERICAL LEVELS FOR THE
003 NEXT BIENNIUM, AND INCREASE SUPER-
004 VISORY SPAN. AA 80,000 I JUL 15 74 IMPLEMENTED TO EXTENT POSSIBLE,
005 BUT MM&CS UNABLE TO SUBSTANTIATE
006 BASIS OF SAVINGS ESTIMATES AND NO
007 COST AVOIDANCE FORESEEABLE.

001 -006 ESTABLISH GUIDELINES FOR ISSUANCE OF
002 LICENSES AND PERMITS DIRECTLY BY THE

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION

*HMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

003 STAFF.

004
005
006
007
008

I JUL 15 74 BOARD HAS APPROVED CATEGORIES OF PERMITS WHICH MAY BE TENTATIVELY APPROVED BY THE STAFF AND IT'S DECISION BRIEFLY REVIEWED BY THE BOARD. DEPARTMENT WILL PROMULGATE RULES UPON BOARD APPROVAL.

001 -007 CREATE ONE ENVIRONMENTAL PROTECTION
 002 LICENSE AND MERGE PERMIT AND CERTI-
 003 FICATION FUNCTIONS.

004
005

I JUL 15 74 COMPLETED TO EXTENT POSSIBLE. PROJECTS REQUIRING MULTI-APPROVALS ARE NOW PROCESSED SIMULTANEOUSLY.

001 -008 INSTITUTE DEFINITE DEPARTMENTAL OB-
 002 JECTIVES AND ASSIGN PRIORITIES.

003
004
005
006

P JUL 15 74 A SERIES OF CONFERENCES WITH THE BUREAU OF PUBLIC ADMINISTRATION ARE UNDERWAY AND TRAINING SESSIONS FOR LOWER ECHELON PERSONNEL ARE SCHEDULED.

001 -009 ESTABLISH A CONSISTENT AND EQUITABLE
 002 POLICY OF FEES FOR LICENSES, PERMITS
 003 CERTIFICATIONS, AND OTHER DOCUMENTS.

001 -010 PROVIDE ADEQUATE OFFICE SPACE TO
 002 HOUSE AUGUSTA-BASED PERSONNEL UNDER
 003 ONE ROOF.

004
005
006
007
008

AC 30,000
 OC 450,000

I JUL 15 74 P.L. 1974, C. 712.

P JUL 15 74 NO SPACE IS AVAILABLE. DISCUSSIONS HAVE BEEN HELD WITH B.P.I., THEIR ARCHITECT AND LEGISLATIVE LEADERSHIP REGARDING A NEW BUILDING.

001 -011 LIMIT PURCHASES TO PRIORITY NEEDS.

002
003

P JUL 15 74 NEW SYSTEM WITH JUSTIFICATION OF CAPITAL EXPENDITURES WAS DEVELOPED AND IS BEING REFINED.

001 -012 SELL MICROFILM AND MICROFICHE
 002 EQUIPMENT.

003
004
005

OI 7,100

N JUL 15 74 EQUIPMENT FEDERALLY PURCHASED. PLANNED FOR GREATER FUTURE USE AND TO SAVE SPACE IN PLANNED FACILITIES.

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Line	Activity	CC	Estimate	Priority	Start Date	End Date	Description
001 002 003	- 011 MANAGE INVENTORIES MORE EFFICIENTLY.			P	JUL	15 74	ONE PERSON REASSIGNED TO MANAGE NEW INVENTORY CONTROL SYSTEM BEGINNING FY75.
001 002 003 004	- 011 ESTABLISH A STANDARDIZED FILING SYSTEM AND ELIMINATE DUPLICATE FILES	CC	1,000	S	JUL	15 74	COST IS FOR CONSULTANT SERVICES FOR SYSTEM TO BE IMPLEMENTED IN NEW PLANNED FACILITIES.
001 002 003 004 005 006	- 011 ESTABLISH A CENTRAL ACCOUNTING SYSTEM WITHIN THE OFFICE OF ADMINISTRATIVE SERVICES.			S	JUL	15 74	A PROTOTYPE SYSTEM WILL BE PHASED IN BEGINNING JULY, 1974. MAY BE IMPLEMENTED ON DEPARTMENTAL BASIS WHEN PERFECTED.
001 002 003 004 005 006	- 011 OBTAIN RELIABLE PAYROLL AND PERSONNEL SERVICE RECORDS AND ELIMINATE KEEPING THEM ON A DEPARTMENTAL BASIS			S	JUL	15 74	MUST AWAIT COMPUTERIZATION OF PERSONNEL DEPT. AND EFFECT OF COLLECTIVE BARGAINING ON PERSONNEL OPERATIONS.
001 002 003 004 005 006	- 011 SET UP INFINITE REPORTING CHANNELS AND ASSIGN RESPONSIBILITIES WITHIN FOR QUALITY CONTROL.			P	JUL	15 74	REGIONAL COORDINATORS HAVE BEEN DESIGNATED AND APPROPRIATE DUTY RESPONSIBILITIES ARE BEING DEVELOPED.
001 002 003 004	- 011 ASSIGN PROJECTS FOR AIR QUALITY CONTROL WHEN NORMAL DUTIES PERMIT EACH AREA.			I	JUL	15 74	FORMAL PRIORITIES HAVE BEEN DESIGNATED.
001 002 003 004 005	- 011 ASSIGN TO QUANTIFYING AND RECORDING OF STRIP CHART DATA TO CLERK-TYPISTS AS	6,300		N	JUL	15 74	A COMPUTER COMPATIBLE SYSTEM WILL BE IMPLEMENTED AS FEASIBLE, THUS PREVENTING SAVINGS PENDING THAT CONVERSION.

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001	-020 ELIMINATE THE TWO CHEMIST POSITIONS					
002	IN AIR QUALITY CONTROL.	AS	8,000			
003	(FEDERAL) AS	AS	9,300	N	JUL 15 74	THESE POSITIONS ARE PART OF
004						FEDERALLY APPROVED PROGRAM AND
005						ASSURE CONTINUED APPROVAL. ALSO
006						NECESSARY TO CREDIBILITY OF TEST
007						RESULTS.
001	-021 DO NOT FILL THE PLANNED ADDITION OF					
002	A CHEMIST FOR AIR QUALITY CONTROL.	AA	10,700	N	JUL 15 74	THIS POSITION WAS FILLED AFTER
003						CONSULTATION WITH THE DEPT. OF
004						PERSONNEL. RELATED TO 020.
001	-022 INSTALL A STANDARD FILING SYSTEM					
002	AND ELIMINATE ALL DUPLICATE FILES					
003	WITHIN THE OFFICE OF ADMINISTRATIVE					
004	SERVICES.			I	JUL 15 74	COMPLETED AS TO PERSONNEL FILES.
005						WILL BE IMPLEMENTED FURTHER IN NEW
006						PLANNED OFFICE SPACE.

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001 16 MAINE LAND USE REGULATION COMMISSION
 002 -00

001 -001 ABOLISH THIS COMMISSION AND TRANSFER
 002 FUNCTIONS, FUNDS, AND STAFF TO THE
 003 DEPARTMENT OF ENVIRONMENTAL PRO-
 004 TECTION. AS 18,700

005 I JUL 15 74 REGULAR SESSION OF 106TH PLACED
 006 L.U.R.C. IN DEPT. OF CONSERVATION.
 NO SAVINGS REALIZED.

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001 17 MAINE MINING BUREAU
 002 -00

001 -001 TRANSFER MAINE MINING BUREAU FUNC-
 002 TIONS TO THE STATE GEOLOGIST.
 003
 004
 005
 006

R JUL 15 74 LD2399 REFERRED 107TH. BUREAU HAS
 BEEN PUT IN DEPT. OF CONSERVATION.
 LD2399 WOULD ABOLISH BUREAU AND
 PLACE RESPONSIBILITY IN DIRECTOR
 OF BUREAU OF GEOLOGY.

001 -002 PLACE MINING FUNDS IN THE GENERAL
 002 FUND.
 003 (FEDERAL) AT 7,000
 004 OT 68,600
 005
 006

P JUL 15 74 LD2406 AS ENACTED IN P.L.1974,
 C744 DOES NOT TRANSFER BALANCES TO
 THE GENERAL FUND BUT REQUIRES SUCH
 BALANCES BE ANNUALLY REPORTED.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 18 DEPARTMENT OF PARKS AND RECREATION
 002 -00

001 -001 INSTITUTE A WORK MEASUREMENT STUDY
 002 OF ADMINISTRATION PERSONNEL.

AA 8,000
 OC 5,000 OC 5,000 P JUL 15 74 BUREAU MERGED INTO DEPT. OF
 CONSERVATION AND THEIR PROCEDURES
 HAVE BEEN ADOPTED. NEITHER COST
 NOR AVOIDANCE REALIZED.

001 -002 REORGANIZE THE NAVIGATIONAL AIDS
 002 MARKING SYSTEM.

AA 34,000
 OA 8,000 AA 34,000
 OA 8,000 I JUL 15 74 NUMBER BEING REDUCED BY APPROX.
 50% SAVINGS ARE DEDICATED AND
 WILL BE USED TO COMPLETE THE
 EXPANSION OF THE PROGRAM TO
 ADDITIONAL AREAS.

001 -003 ESTABLISH A COURSE IN PUBLIC RELA-
 002 TIONS TECHNIQUES FOR FIELD PERSONNEL

I JUL 15 74 TRAINING SESSIONS ARE HELD AND
 WILL BE EXPANDED TO COVER SUMMER
 EMPLOYEES EACH YEAR.

001 -004 ASSIGN INSPECTION OF PASSENGER TRAM-
 002 WAYS TO AN ENGINEERING TECHNICIAN.

S JUL 15 74 BUREAU IS CONDUCTING A STUDY TO
 SEE HOW PERSONNEL CAN BE USED MORE
 EFFICIENTLY. HOWEVER, MAINE
 SUBSCRIBES TO THE AMERICAN
 STANDARDS FOR PASSENGER TRAMWAY
 SAFETY, WHICH REQUIRES LICENSED
 INSPECTORS. THE FULL COST OF SUCH
 INSPECTIONS IS CHARGED TO THE
 OWNER OF FACILITIES INSPECTED.

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 SEQ #*CCNTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	19	DEPARTMENT OF SEA AND SHORE FISH-				
002		ERIES				
003	-00					
001	-001	EMPOWER THE DEPUTY COMMISSIONER WITH				
002		AUTHORITY FOR OPERATION OF THE				
003		DEPARTMENT.	I	JUL	15 74	
001	-002	INSTITUTE A WORK MEASUREMENT STUDY				
002		PROGRAM FOR ADMINISTRATIVE PERSONNEL AS				
003		5,000	I	JUL	15 74	COTINUING APPRAISAL AND POSITION
004						REQUIREMENTS ARE CONDUCTED. NO
						SAVINGS REALIZED.
001	-003	ESTABLISH AN INITIAL AND CONTINUING				
002		TRAINING PROGRAM FOR COASTAL WARDENS				
003			I	JUL	15 74	A FORMAL EIGHT WEEK COURSE WAS
004						BEGUN IN 1973. IT WILL BE
						CONTINUED AND IMPROVED.
001	-004	REDEFINE THE RESPONSIBILITIES OF THE				
002		DIRECTOR OF MARINE RESEARCH.				
			I	JUL	15 74	
001	-005	INTEGRATE THE MARINE FISHERIES				
002		EXTENSION SERVICE INTO MARKETING AND				
003		PROMOTION.				
004			I	JUL	15 74	THE DIVISIONS OVERLAP BUT ARE NOT
005						IDENTICAL; THEIR ACTIVITIES ARE
						NEW COORDINATED VERY CLOSELY.
001	-006	ESTABLISH AN INTERDIVISIONAL DIREC-				
002		TOR'S COMMITTEE TO IMPROVE COMMUN-				
003		ICATIONS.				
004			I	JUL	15 74	MEETINGS OCCUR AS SCHEDULES
005						PERMIT, A REGULAR SCHEDULE IS THE
006						GOAL. AND IMPROVED COMMUNICATIONS
007						ARE IN PROCESS AND WILL CONTINUE
						TO BE DEVELOPED.
001	-007	CONSOLIDATE PERSONNEL AND PAYROLL				
002		RECORDKEEPING FUNCTIONS ON A STATE-				
003		WIDE BASIS.				
004			S	JUL	15 74	CONSULTING WITH PERSONNEL DEPT.
005						THESE RECORDS ARE UTILIZED
006						FREQUENTLY AND THEIR ABSENCE MIGHT
						INCREASE NECESSARY STAFF TIME.

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 SEQ #*CONTROL #*DEPARTMENT AND RECOMMENDATION *MMC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001	-008 OBTAIN CENTRAL ACCOUNTING SERVICES								
002	TO ALLOW THIS DEPARTMENT TO ELIMIN-								
003	ATE DUPLICATE BOOKS.	AS	13,200 AS	700 P	JUL	15 74	PROTOTYPE SYSTEM WILL BE PHASED IN		
004							BEGINNING JULY 1, 1974.		
001	-009 DELAY FILLING SEVEN POSITIONS IN THE								
002	MARINE RESEARCH DIVISION.	OA	73,500 OA	73,500 I	JUL	15 74	THESE POSITIONS ARE MANDATED BY		
003							STATUTORY REQUIREMENTS BUT DENIED		
004							IN PART II BUDGETARY REQUESTS.		
005							THEY WILL BE REQUESTED AGAIN IN		
006							THE FUTURE.		

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SEQ **CONTROL **DEPARTMENT AND RECOMMENDATION

**MHC SURVEY \$*DEPARTMENT \$*STATUS*ACTION DATE*-----REMARKS-----

001 20 FORESTRY DEPARTMENT
002 -00

001 -001 ESTABLISH PRIORITIES AND DEFINE
002 RESPONSIBILITIES OF SUPERVISORY
003 PERSONNEL.
004
005
006

P JUL 15 74 ONGOING PROJECT. FINAL DRAFT OF
AUTHORITY AND RESPONSIBILITY OF
THE REGIONAL AND FIVISION
DIRECTORS IS BEING PREPARED.

001 -002 IMPLEMENT A TRAINING FOR THE APPLI-
002 CATION OF MODERN MANAGEMENT TECH-
003 Niques.

I JUL 15 74 WORKING WITH U.S. FOREST SERVICE.

001 -003 DEVELOP AND IMPLEMENT WORK STANDARDS
002 AND QUANTITATIVE REPORTS FOR FIELD
003 PERSONNEL.
004
005
006

P JUL 15 74 PROCEEDING IN CONJUNCTION WITH
001. WEEKLY REPORTS HAVE BEEN
REVISED AND TRAINING SESSIONS ARE
IN PROCESS.

001 -004 INITIATE A STUDY TO DETERMINE IF
002 HIGHLY MOBILE STRIKE FORCES COULD
003 BE USED MORE EFFECTIVELY TO SUPPRESS
004 FIRES.
005
006

S JUL 15 74 STUDY BEING MADE BY SELECTED
RENGERS UNDER DIRECTION OF FIRE
DIVISION DIRECTOR.

001 -005 COMBINE PROGRAMS AND FUNDING OF THE
002 OLD MAINE FOREST DISTRICT WITH THAT
003 OF FOREST FIRE CONTROL-ORGANIZED
004 TOWNS.
005
006
007
008

L JUL 15 74 REFERRED TO 107TH LEGISLATURE. AN
APPROPRIATION WOULD BE NECESSARY
TO OFFSET LOSSES FROM 54
MUNICIPALITIES IN THE UNORGANIZED
AREAS OF THE M.F.D.

001 -006 INITIATE A MECHANIZED INVENTORY AND
002 ACCOUNTABILITY SYSTEM.
003
004

P JUL 15 74 A STATEWIDE SYSTEM IS BEING
DEVELOPED AND THE U.S. FOREST
SERVICE IS BEING CONSULTED.

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LINE	DESCRIPTION	AMOUNT	DATE	STATUS	REMARKS
001 002 003 004 006	-007 REVISE THE METHOD OF TAKING PHYSICAL INVENTORIES AND PROVIDE CLASSIFICATION OF ITEMS AND EXEMPTION REPORTING.			P	JUL 15 74 A STATEWIDE SYSTEM IS BEING DEVELOPED.
001 002 003 004 005 006	-008 CHANGE THE REQUIREMENT OF PHYSICAL PLANT AND CYCLICAL EQUIPMENT INVENTORY FROM ANNUAL TO BIENNIAL.	AS 38,000 AS 38,000		P	JUL 15 74 A STATEWIDE SYSTEM IS BEING DEVELOPED. SAVINGS ESTIMATE ACCEPTED TENTATIVELY. PENDING DETERMINATION.
001 002 003 004	-009 IMPLEMENT A RECORDS MANAGEMENT SYSTEM.			P	JUL 15 74 A COMPLETE RECORDS MANAGEMENT SYSTEM IS IN THE PROCESS OF BEING DEVELOPED.
001 002 003 004 005 006 007 008	-010 INITIATE A MECHANIZED SYSTEM TO MAINTAIN PERSONNEL INFORMATION AND PRODUCE VARIOUS OUTPUTS.			S	JUL 15 74 CONSULTING WITH CENTRAL COMPUTER SERVICES AND PERSONNEL DEPT. CONCERNING POSSIBLE STATEWIDE SYSTEM. WILL ADOPT DEPT. OF CONSERVATION PROCEDURES AS ALTERNATIVE.