

MAINE STATE LEGISLATURE

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January 23, 2013

Senator Justin L. Alfond
President of the Maine Senate
3 State House Station
Augusta, ME 04333-0003

Representative Mark W. Eves
Speaker of the House of Representatives
2 State House Station
Augusta, ME 04333-0002

Re: 5 M.R.S.A. § 12023

Dear President Alfond and Speaker Eves:

In 2011, the Legislature adopted statutes governing quasi-independent State entities, including the Maine Technology Institute. This report is being provided on behalf of and at the direction of the MTI Board of Directors in accordance with the statute noted above, concerning the adoption and implementation of written policies and procedures required by 5 M.R.S.A. § 12022.

Accordingly, please be advised that management and the Board of Directors of the Maine Technology Institute ("MTI"):

1. Recognize their obligation to ensure that:
 - a. all activities and expenditures of MTI are limited to those necessary to accomplish MTI's mission and to carry out MTI's duties consistent with MTI's authorizing law;
 - b. MTI's Board, management and staff comply with financial policies and procedures;
2. Have adopted, prior to December 31, 2012, policies and procedures consistent with the requirements of 5 MRSA section 12022:
 - a. governing the selection of vendors, designed to ensure that MTI secures the best value in its procurements;
 - b. governing the use of MTI's resources for contributions;
 - c. governing the use of MTI's resources to pay costs of travel, meals and entertainment; and
 - d. preventing the use of MTI's resources to pay for lobbyists, as appropriately defined.

Though not required by statute until July 1, 2013, said policies and procedures have already been implemented.

Please note that the MTI Board has a comprehensive oversight of staff operations that will ensure effective monitoring of the implementation of these policies and procedures. Near monthly board meetings and board finance committee meetings are held where the board is

briefed in detail on MTI financial and programmatic matters. MTI's Board of Directors also annually reviews and approves all operating budgets and is provided periodic reports on costs associated with the expenditures noted above. This assures that the MTI Board maintains consistent oversight of implementation of these financial policies and procedures. The MTI Board also engages the services of BerryDunn to conduct an annual financial audit which includes an on-going review of financial operations. These audit results are provided to the Legislature in MTI's Annual Report.

Respectfully submitted,



Robert A. Martin
President