

MAINE STATE LEGISLATURE

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STATE OF MAINE
LEGISLATIVE COUNCIL
STATE HOUSE
AUGUSTA, MAINE 04330

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JOHN L. MARTIN
PATRICK N. MCTEAGUE

February 4, 1974

MEMORANDUM

To: Legislative Council
David Smith, Central Computer Services
David Silsby, Legislative Research Comm.
Mrs. Suzanne Havens
Senator Speers
Representative Curtis
Dorothy Rollins
Charlotte Carrie
Edith Hary, Law Librarian

From: Larry E. Simpson, Chairman
Legislative Council

This is to confirm our meeting for Tuesday, February 12th, at 2:00 p.m. in the Legislative Council Chamber to discuss the proposed review of data processing operations in Maine State Government.

J. Donald Judy and Charles Trigg from The Council of State Governments will be present, as requested by us.

Larry E. Simpson
Chairman

FEB 6 1974

COUNCIL OF STATE GOVERNMENTS

TECHNICAL ASSISTANCE PROGRAM

TASKS TO BE PERFORMED

1. Review the current organizational structure of data processing.

Purpose: To determine if the current policy of the State of Maine should be altered and what economies could be achieved by a change in the organizational structure.

Areas to be addressed:

A. Hardware Policy

1. Computers

2. Data Entry

3. EAM

B. Staff Policy

1. Systems Analysts

2. Computer Programmers

3. Computer Operators

4. Data Control

5. Data Entry

2. Review the current method of funding data processing.

Purpose: To determine if methods now used are adequate to provide necessary executive and legislative control.

3. Perform a general overview of major data processing applications of Maine State Government now being processed on computers located in the Department of Finance and Administration, Department of Transportation and the Department of Manpower Affairs.

3. Cont'd.

Purpose: To assess adequacy of systems to support agency functions and to determine if systems are efficiently using third generation resources.

Areas to be addressed:

A. Finance and Administration

1. Accounts and Control

a. Payroll

b. Accounting

2. Taxation

a. Income Tax

3. Alcoholic Beverages

a. Inventory and Shipping

B. Health and Welfare

1. Case Information

2. Medical Case

3. Vital Statistics

4. Budget Control

C. Division of Motor Vehicle

1. Licensing

D. Educational and Cultural Services

1. Teacher Personnel and Certification

2. Vocational Education

E. State Planning

1. MIDAS

F. Department of Transportation

1. Engineering

G. Department of Manpower Affairs

1. Unemployment Insurance

2. Job Bank

H. Legislature

1. Bill Status System

END PRODUCTS REQUIRED

The report will contain the following information:

1. A definition of current organization with comments on its strengths and weaknesses.
2. Recommendations for changes in the organizational structure and expected benefits as a result of each change.
3. Suggested legislation to accomplish changes, if necessary.
4. Suggested method of funding and reporting procedures.
5. A critique of each major application system outlined in Tasks to be Performed, Item 3.
6. An overall assessment of data processing in Maine State Government.



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January 31, 1974

MEMORANDUM

To: Legislative Council
From: Larry E. Simpson, Chairman

Shortly you should be receiving a notice from Dick Bachelder relative to a report they wish to present to us on the Ray Building at the Augusta Mental Health Institute.

I have asked Dick to meet with us informally at 3:00 p.m. on Monday, February 4th.

Following his report, if time allows, we need to make some decisions relative to the computer. If time does not allow, we will have to meet Tuesday, February 6th, or following the Session on Monday.

Please make every effort to be on time and present at 3:00 p.m.

Larry E. Simpson
Chairman